

# **Tobacco Registration and Product Listing Module (TRLM)**

## **Step-by-Step Instructions**

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# 1. Enter New Tobacco Registration and Product Listing

## 1.1 New Registration and Product Listing

### 1.1.1 Log into TRLM

After logging into the FDA Unified Registration and Listing System (FURLS), users can select **"Tobacco Registration and Listing system"** from the list of systems available on the FURLS Home Page (see Figure 1).

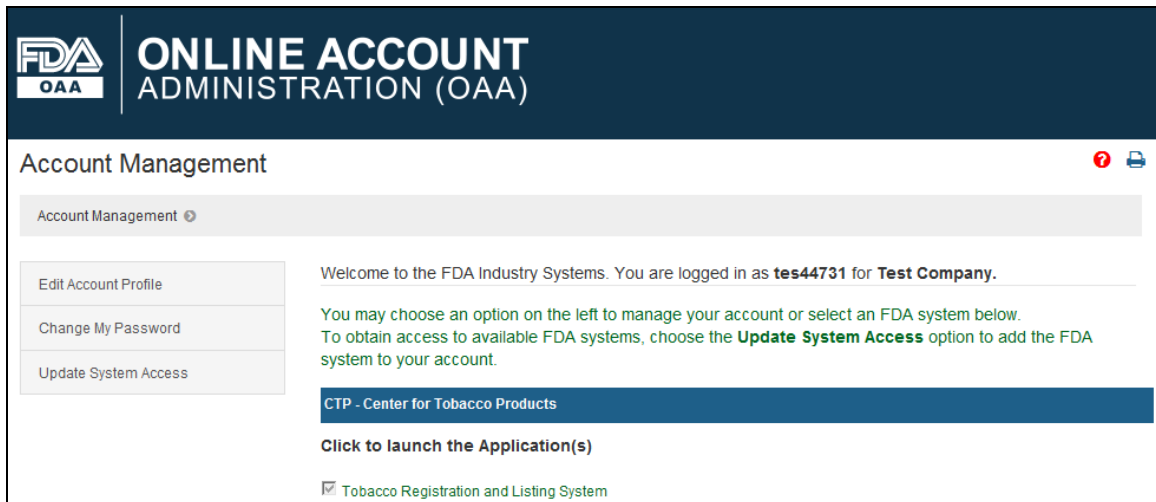


Figure 1

Once users have selected **"Tobacco Registration and Listing System,"** users will navigate to the TRLM Main Menu page as shown in Figure 2 below.

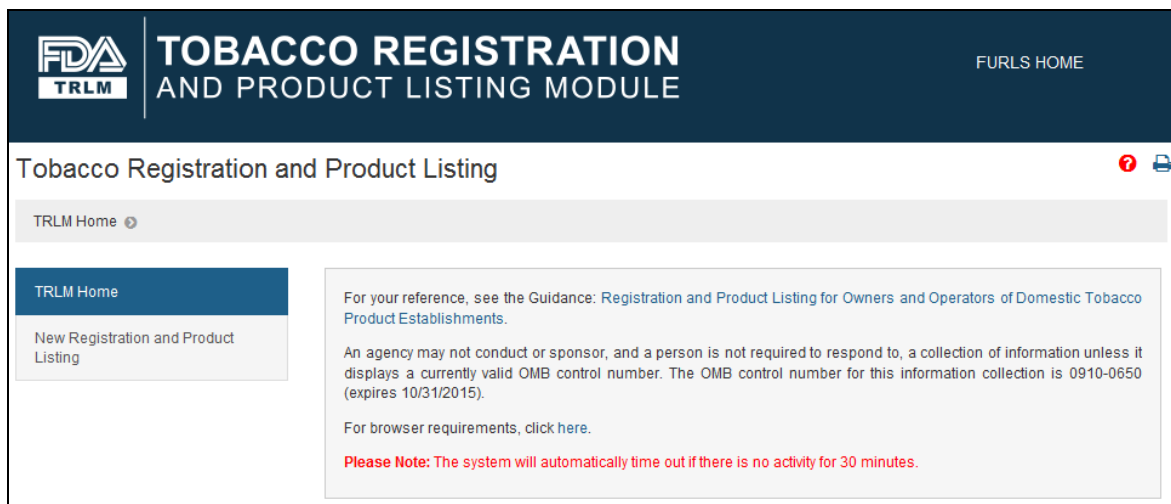


Figure 2

To begin the initial registration process, users can select **"New Registration and Product Listing."**

Once users have selected the **"New Registration and Product Listing"** option from the main menu, users will navigate to Section I – Identification as shown in Figure 4 below.

### 1.1.2 Navigation

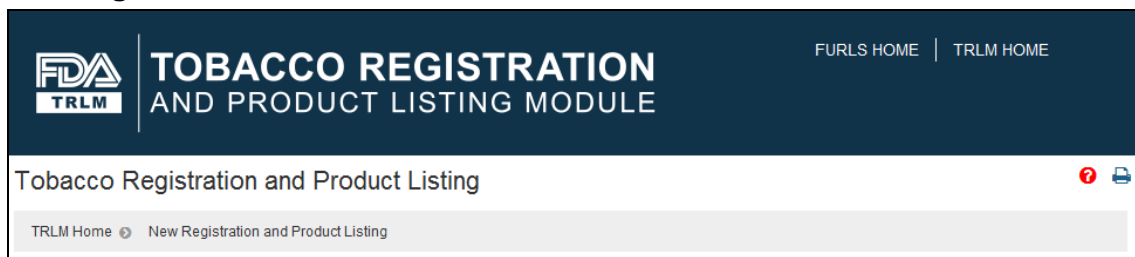


Figure 3

The 'FURLS HOME' and "TRLM HOME' links, located at the top-right corner of the page, will take users to the respective main menus. (FURLS HOME-Refer to Figure 1 above; TRLM HOME-Refer Figure 3 above) To log out of the system, users may select 'FURLS HOME' and click on 'Logout' at the top right corner of the page.

## 1.2 Section I - Identification

When preparing a new registration, users will need to identify the submitter type from the following options:

- Owner Registering Alone
- Owner Registering on Behalf of Operator
- Owner who is also Operator of all Establishments
- Operator Registering Alone
- Operator Registering on Behalf of Owner

The image shows a web form titled 'Section I - Identification'. Below the title is a note: 'Note that owners and operators may register on behalf of the other party. In order to reduce redundant submissions, FDA strongly encourages that owners register and submit product listing information for themselves and on behalf of their operators.' Below the note, it says 'Please select one of the following options:'. There are five radio button options: 'Owner Registering Alone', 'Owner Registering on Behalf of Operator', 'Owner who is also Operator of All Establishments', 'Operator Registering Alone', and 'Operator Registering on Behalf of Owner'. At the bottom of the form, there are three buttons: 'Previous' (with a left arrow), 'Save Draft and Exit' (with a floppy disk icon), and 'Next' (with a right arrow).

Figure 4

- If users select "**Owner Registering Alone**," the system will not display Section IIIA – Registration (Operator Information) and Section IIIB – Registration (Operator Business Structure) pages. For any other submitter type users select, Sections IIIA and IIIB will be displayed.
- If users select "**Operator Registering Alone**," the system will not display Section IIA – Registration (Owner Information) and Section IIB – Registration (Owner Business Structure) pages. For any other submitter type users select, Sections IIIA and IIIB will

be displayed.

- If users select “**Owner Who is also Operator of All Establishments**,” Section IIIA – Registration (Operator Information) will be automatically populated with the Owner’s information from Section IIA. The data automatically populated in Section IIIA is read-only and cannot be edited.
- If users select “**Owner who is also Operator of All Establishments**,” Section IIIB – Registration (Operator Business Structure) will be automatically populated with the Owner’s business structure information from Section IIB. The data automatically populated in Section IIIB is read-only and cannot be edited.

### 1.3 Section IIA - Registration (Owner Information)

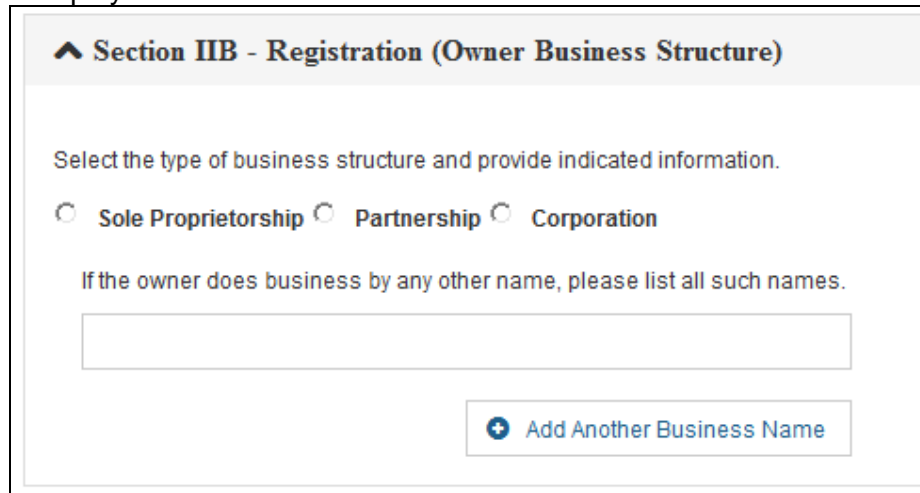
This page will display the “**Owner Information**” and “**Owner Point of Contact**” sections.

Figure 5

On this page users will provide details for the Owner and the Owner Point of Contact. Users can enter the information or select the “**Autofill from Account Information**” option, which will fill in relevant information from the user’s FURLS Account Information.

## 1.4 Section IIB - Registration (Owner Business Structure)

This page will display the Owner's Business Structure Information.



Section IIB - Registration (Owner Business Structure)

Select the type of business structure and provide indicated information.

☐ Sole Proprietorship ☐ Partnership ☐ Corporation

If the owner does business by any other name, please list all such names.

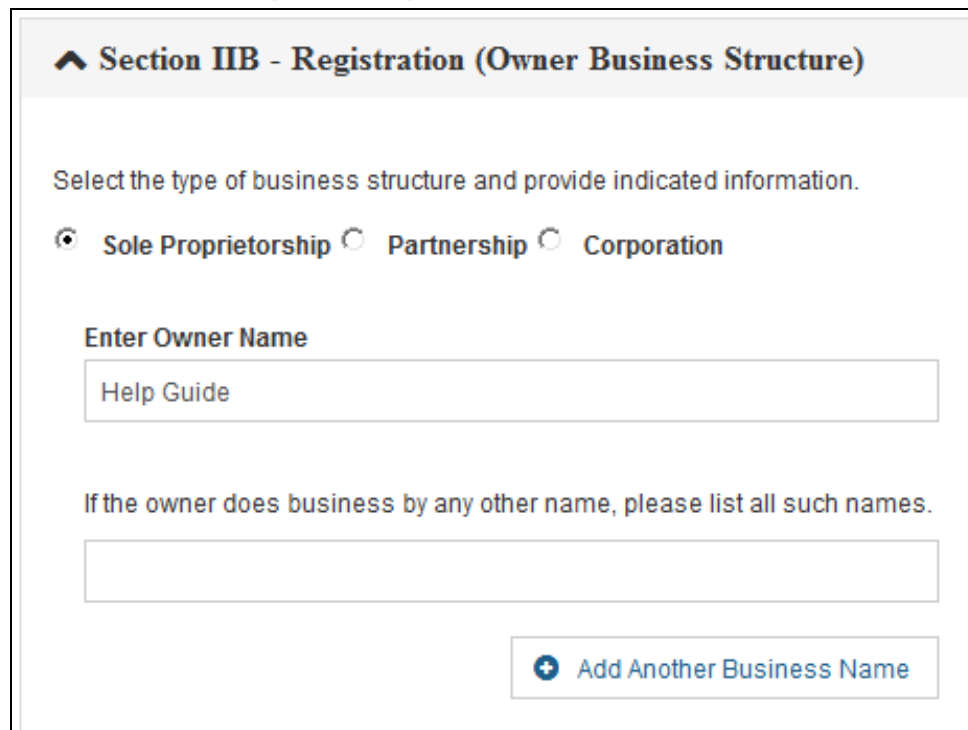
[+ Add Another Business Name](#)

Figure 6

On this page users will select the Owner business structure from the following options and provide the indicated information:

- Sole Proprietorship
- Partnership
- Corporation

### 1.4.1 Section IIB – Sole Proprietorship



Section IIB - Registration (Owner Business Structure)

Select the type of business structure and provide indicated information.

☒ Sole Proprietorship ☐ Partnership ☐ Corporation

Enter Owner Name

Help Guide

If the owner does business by any other name, please list all such names.

[+ Add Another Business Name](#)

Figure 7

If users select “**Sole Proprietorship**”, they will need to enter the Owner name. If the Owner does business by any other name, users can list all such names by clicking the “**Add another Business Name**” button.

### 1.4.2 Section IIB – Partnership

Section IIB - Registration (Owner Business Structure)

Select the type of business structure and provide indicated information.

☐ Sole Proprietorship ☒ Partnership ☐ Corporation

Enter Name of the Partner 1

Jane Doe

Enter Name of the Partner 2

+ Add Another Partner

If the owner does business by any other name, please list all such names.

+ Add Another Business Name

Figure 8

If users selected “**Partnership**”, they will be required to enter at least two partner names. If there are more than two partners, users can list all partners by clicking the “**Add Another Partner**” button. If the Owner does business by any other name, users can list all such names by clicking the “**Add another Business Name**” button.

### 1.4.3 Section IIB – Corporation

**Section IIB - Registration (Owner Business Structure)**

Select the type of business structure and provide indicated information.

☐ Sole Proprietorship ☐ Partnership ☒ Corporation

Enter the name of each corporate officer or director.

**Enter Name of the Individual**

Jane Doe

[+ Add Corporate Officer or Director](#)

**Identify State of incorporation**

District of Columbia

Please describe further. (If applicable, give name of country if incorporation made outside U.S.).

If the owner does business by any other name, please list all such names.

[+ Add Another Business Name](#)

Figure 9

If users select “**Corporation**”, they will need to enter the name of each corporate officer or director in the field labeled “**Enter Name of the Individual.**” If there are additional corporate officers or directors, users can enter multiple names by clicking the “**Add Corporate Officer or Director**” button as necessary. If the Owner does business by any other name, users can list all such names by clicking the “**Add another Business Name**” button.

Once users have completed this section they can select the “**Next**” button to navigate to Section IIIA. (See Figure 12 below.)

### 1.4.4 Address Validation

The system will perform an address validation. If the address entered is found to be valid, no action is taken. If there are minor differences to the provided address the system will display the validated address (as shown in Figure 10). If the address entered cannot be verified, the system will display a warning message (as shown in Figure 11).



Address Validation

Owner Address

**WARNING:** This address has been verified; however minor modifications were made to the information you entered. Please indicate whether you wish to accept the modifications that were made, or correct the address yourself.

Provided Address	Validated Address
Address Line 1 11820 Parklawn DRIVE	Address Line 1 11820 Parklawn Dr
Address Line 2	Address Line 2
City Rockville	City Rockville
State MD	State MD
ZIP or Postal Code 20854	ZIP or Postal Code 20852-2529
Country UNITED STATES	Country UNITED STATES

Edit Address

Accept Validated Address

Figure 10

The system will display the validated address if there are minor differences to the offered address. Users can make changes to the address entered by selecting the “**Edit Address**” button. Otherwise, users can select the “**Accept Provided Address**” button to proceed to Section IIIA.

Address Validation

Owner Address

**WARNING:** This address cannot be verified. Please verify that the information is correct. If the address you entered is correct, please continue; otherwise, make the required changes and continue.

Provided Address

Address Line 1  
11820 Help Guide Dr

Address Line 2

City  
Rockville

State  
MD

ZIP or Postal Code  
20852

Country  
US

Edit Address

Accept Provided Address

Figure 11

The system will display a warning message when the address entered cannot be verified. Users can make changes to the address entered by selecting the “**Edit Address**” button. Otherwise, users can select the “**Accept Provided Address**” button to proceed to Section IIIA.

### 1.5 Section IIIA - Registration (Operator Information)

This page will display the Operator information and the Operator Point of Contact sections. This page will not be displayed if users select the submitter type “Owner registering alone” in Section I: Identification.

Section IIIA - Registration (Operator Information)

Autofill from Account Information

Operator Information	Operator Point of Contact (Optional)
<b>Operator Name</b> Test Company <small>The term "operator" means a person, as defined in section 201(e) of the Act (21 U.S.C. 321 (e)), who has management authority over an establishment.</small>	<b>Title</b> Please Select
<b>Address Line 1</b> 11820 Help Guide Dr	<b>First / Given Name</b> Help
<b>Address Line 2 (Optional)</b>	<b>Middle Name</b>
<b>ZIP or Postal Code</b> 20852 <small>Please enter valid Zip code</small>	<b>Last Name</b> Guide
<b>City</b> Rockville	<b>Position Title</b> Staff
<b>State, Province or Territory</b> Maryland	<b>Email Address</b> help.guide@test.com
<b>Operator D&amp;B DUNS Number (Optional)</b>	<b>Telephone (Include Country Code if applicable)</b> 001 301 5555555 Country Area Phone Number Extension
	<b>Fax</b> 001 Country Area Fax Number

Figure 12

On this page users will provide details for the Operator and the Operator Point of Contact. Users can enter the information or select the “**Autofill from Account Information**” option, which will fill in the relevant information from the users’ FURLS Account Information.

### 1.6 Section IIIB - Registration (Operator Business Structure)

This page will display the “**Operator Business Structure Information**”. This page will not be displayed if users select the submitter type “**Owner Registering Alone**” in Section I: Identification.

### 1.6.1 Section IIIB – Registration (Operator Business Structure)

Section IIIB - Registration (Operator Business Structure)

Select the type of business structure and provide indicated information.

☐ Sole Proprietorship ☐ Partnership ☐ Corporation

If the operator does business by any other name, please list all such names.

[+ Add Another Business Name](#)

Figure 13

On this page users will need to select the “**Operator Business Structure**” from the following options and provide the indicated information:

- Sole Proprietorship
- Partnership
- Corporation

### 1.6.2 Section IIIB – Sole Proprietorship

Section IIIB - Registration (Operator Business Structure)

Select the type of business structure and provide indicated information.

☒ Sole Proprietorship ☐ Partnership ☐ Corporation

Enter Operator Name

If the operator does business by any other name, please list all such names.

[+ Add Another Business Name](#)

Figure 14

If users select “**Sole Proprietorship**”, they will need to enter the Operator’s name. If the Operator does business by any other name, users can list all such names by selecting the “**Add another Business Name**” button.

### 1.6.3 Section IIIB – Partnership

Section IIIB - Registration (Operator Business Structure)

Select the type of business structure and provide indicated information.

☐ Sole Proprietorship ☒ Partnership ☐ Corporation

Enter Name of the Partner 1

John Doe

Enter Name of the Partner 2

Jane Doe

+ Add Another Partner

If the operator does business by any other name, please list all such names.

+ Add Another Business Name

Figure 15

If users select “**Partnership**” they will be required to enter at least two partner names. If there are more than two Partners, users can list all the partners by clicking the “**Add Another Partner**” button. If the Operator does business by any other name, users can list all such names by clicking the “**Add another Business Name**” button.

#### 1.6.4 Section IIIB – Corporation

**Section IIIB - Registration (Operator Business Structure)**

Select the type of business structure and provide indicated information.

☐ Sole Proprietorship ☐ Partnership ☒ Corporation

Enter the name of each corporate officer or director.

**Enter Name of the Individual**

John Doe

[+ Add Corporate Officer or Director](#)

**Identify State of incorporation**

Maryland

Please describe further. (If applicable, give name of country if incorporation made outside U.S.).

If the operator does business by any other name, please list all such names.



Figure 16


If users select **“Corporation”**, they will need to enter the name of each corporate officer or director in the field labeled **“Enter Name of the Individual”**. If there are additional corporate officers or directors, users can enter multiple names by clicking the **“Add Corporate Officer or Director”** button as necessary. If the Operator does business by any other name, users can list all such names by clicking the **“Add another Business Name”** button.


Once users have completed this section they can click on the **“Next”** button to submit the **“Operator Information & Operator Business Structure”**, which appears above Section IIIA&B. (See Figure 17 below.)


### Operators List


Information for multiple operators may be submitted if you are registering on their behalf.


Operator Name	Address	Business Structure	Action
Test Company	11820 Help Guide Dr, Rockville, MD 20852, USA	Corporation	 


 Section IIIA - Registration (Operator Information)

 Section IIIB - Registration (Operator Business Structure)

 Cancel

 Add / Update Operator

 Previous

 Save Draft and Exit




 Next

Figure 17

Please note that this will not be displayed when the submitter type in Section I: Identification is selected as **“Owner who is also Operator of all Establishments.”** The **“Operator Name”**, **“Address”**, and **“Business Structure”** of each Operator entered in the registration shall be displayed. Users can edit a specific Operator’s information be edited by clicking the  icon in the action column. Users can delete a specific Operator by clicking the  icon in the action column. Users can add multiple Operators to the registration by clicking the **“Add/Update Operator”** button.

Once users have completed editing the Operator’s information or adding Operators to the registration they can click on the **“Next”** button to navigate to Section IV: Establishment Information. See Figure 20 below.

### 1.6.5 Address Validation

The system will perform an address validation. If the address entered is found to be valid, no action is taken. If there are minor differences to the provided address, the system will display the validated address as shown in Figure 18. If the address entered cannot be verified the system will display a warning message, (as shown in Figure 19).

Address Validation

Owner Address

**WARNING:** This address has been verified; however minor modifications were made to the information you entered. Please indicate whether you wish to accept the modifications that were made, or correct the address yourself.

Provided Address	Validated Address
Address Line 1 11820 Parklawn DRIVE	Address Line 1 11820 Parklawn Dr
Address Line 2	Address Line 2
City Rockville	City Rockville
State MD	State MD
ZIP or Postal Code 20854	ZIP or Postal Code 20852-2529
Country UNITED STATES	Country UNITED STATES

Edit Address

Accept Validated Address

Figure 18

The system will display the validated address if there are minor differences to the requestor address. Users can make changes to the address entered by selecting the “**Edit Address**” option. Otherwise, users can select the “**Accept Provided Address**” button to proceed to Section IIIA.

Address Validation

Owner Address

**WARNING:** This address cannot be verified. Please verify that the information is correct. If the address you entered is correct, please continue; otherwise, make the required changes and continue.

Provided Address

Address Line 1  
11820 Help Guide Dr

Address Line 2

City  
Rockville

State  
MD

ZIP or Postal Code  
20852

Country  
US

Edit Address

Accept Provided Address

Figure 19

The system will display a warning message when the address entered cannot be verified. Users can make changes to the address entered by selecting the “**Edit Address**” option. Otherwise, users can select the “**Accept Provided Address**” button to proceed to Section IIIA.

### 1.7 Section IV - Establishment Information

This page will display the “**Establishment Information**” and “**Establishment Point of Contact**” information.

## Section IV - Registration (Establishment Information)

Enter registration and contact information for each establishment being registered.

Autofill from Operator Information

### Establishment Information

**Establishment Name**

The term "establishment" means a place of business under one ownership at one general physical location. A single building may house more than one distinct establishment if the establishments are under separate ownership.

**Address Line 1**

**Address Line 2 (Optional)**

**ZIP or Postal Code**

Please enter valid Zip code

**City**

**State, Province or Territory**

**Establishment D&B DUNS Number (Optional)**

**Operation (Check all that apply) (Optional)**

☐ Blending☒ Packaging☒ Storing☒ Manufacturing☒ Labeling☐ Testing☐ Reconstituting Tobacco☐ Saucing (or casing)☐ Other (specify)

### Establishment Point of Contact (Optional)

**Title**

**First / Given Name**

**Middle Name**

**Last Name**

**Position Title**

**Email Address**

**Telephone (Include Country Code if applicable)**

Country Area Phone Number Extension

**Fax**

Country Area Fax Number

Previous

Save Draft and Exit

Next

Figure 20

In Section IV users enter information about establishment(s). Users can enter the “**Establishment**” and “**Point of Contact**” information themselves or select the “**Autofill from Operator Information**” button. The “**Autofill from Operator Information**” option will fill in the



relevant information from Section IIIA and Section IIIB. The prefilled information may be edited as required.

The “**Autofill from Operator Information**” button will not be displayed when the registration has more than one Operator. When the registration has more than one Operator, users will need to select at least one Operator from the “Select Operator(s) for this establishment” multiple-select list box as displayed in Figure 21 below. If required, users may select multiple Operators to be associated with the establishment.

**Operators List**

Information for multiple operators may be submitted if you are registering on their behalf.

Operator Name	Address	Business Structure	Action
Test Company	11820 Help Guide Dr, Rockville, MD 20852, USA	Sole Proprietorship	
Help Guide	11820 Help Guide Dr, Rockville, MD 20852, USA	Sole Proprietorship	

▼ **Section IIIA - Registration (Operator Information)**

▼ **Section IIIB - Registration (Operator Business Structure)**

Cancel Add / Update Operator

Figure 21

### 1.7.1 Address Validation

The system will perform an address validation. If the address entered is found to be valid, no action is taken. If there are minor differences to the provided address, the system will display the validated address (as shown in Figure 22). If the address entered cannot be verified, the system will display a warning message (as shown in Figure 23).

Address Validation

Owner Address

WARNING: This address has been verified; however minor modifications were made to the information you entered. Please indicate whether you wish to accept the modifications that were made, or correct the address yourself.

Provided Address	Validated Address
<b>Address Line 1</b> 11820 Parklawn DRIVE	<b>Address Line 1</b> 11820 Parklawn Dr
<b>Address Line 2</b>	<b>Address Line 2</b>
<b>City</b> Rockville	<b>City</b> Rockville
<b>State</b> MD	<b>State</b> MD
<b>ZIP or Postal Code</b> 20854	<b>ZIP or Postal Code</b> 20852-2529
<b>Country</b> UNITED STATES	<b>Country</b> UNITED STATES

Edit Address

Accept Validated Address

Figure 22

The system will display the validated address if there are minor differences to the requestor address. Users can make changes to the address entered by selecting the “**Edit Address**” option. Otherwise, users can select the “**Accept Provided Address**” button to proceed to Section IIIA.

**Address Validation**

**Owner Address**

**WARNING:** This address cannot be verified. Please verify that the information is correct. If the address you entered is correct, please continue; otherwise, make the required changes and continue.

**Provided Address**

**Address Line 1**  
11820 Help Guide Dr

**Address Line 2**

**City**  
Rockville

**State**  
MD

**ZIP or Postal Code**  
20852

**Country**  
US

**Edit Address** **Accept Provided Address**

**Figure 23**

The system will display a warning message when the address entered cannot be verified. Users can make changes to the address entered by selecting the “**Edit Address**” option. Otherwise, users can select the “**Accept Provided Address**” button to proceed to Section IIIA.

### **1.8 Section V - Product Listing**

In Section V users enter information about products. Every active establishment must have at least one “**Product Listing**”. For each listing users can enter required product information; this includes advertising, labeling, and consumer information materials.

Users can enter Product Listing information in two ways:

1. “**Upload Product Listing Information with an Excel File**”
2. “**Enter Product Listing Information Manually**”

## Section V - Registration (Product Listing)

Establishment Name: Test Company

Manually enter product information or upload product listing(s) from a file.

### Option I: Upload From File

You may upload product listings from an Excel spreadsheet. Download the [Product Listing Template](#). (Maximum allowed file size 50 MB.)

Select the file to upload for product listing(s)

### Option II: Manually Enter Product Information

- Product Name (i.e., brand/sub-brand or other commercial name used in commercial distribution - e.g., Acme Blue 100's or Acme Reconstituted Tobacco #202)
- Product Identification Number (Must be provided if needed to uniquely identify the product)
- Type of Product Identification Number (Select One)
 

☐ Item/Catalog Number
 ☐ SKU Number
 ☐ UPC Number
- Intended Use of Product (Select One)
 

☐ Consumer Use
 ☐ Further Manufacturing Use
- Consumer Use Product Category (Check applicable)
 

☐ Cigarettes
 ☐ Chewing Tobacco
 ☐ Dissolvables
 ☐ Accessory Filters

☐ Roll-Your-Own Tobacco
 ☐ Roll-Your-Own Filters
 ☐ Dry Snuff
 ☐ Moist Snuff

☐ Roll-Your-Own Paper
 ☐ Snus
 ☐ Other (Specify)
- Further Manufacturing Use Product Category (Check applicable)
 

☐ Tobacco
 ☐ Paper

☐ Filters
 ☐ Pouch for Portioned Tobacco

☐ Additive
 ☐ Other (Specify)
- Favor (Check applicable)
 

☐ Menthol
 ☐ None
 ☐ Other (Specify)

Figure 24

### 1.8.1 Option 1: Upload From File

Users may upload Product Listings from an Excel spreadsheet. The spreadsheet can be downloaded by clicking on the “**Product Listing Template**.” A maximum of allowed file size is 50 MB.

## Section V - Registration (Product Listing)

**Establishment Name: Test Company**

**Manually enter product information or upload product listing(s) from a file.**

**Option I: Upload From File**

You may upload product listings from an Excel spreadsheet. [Download the Product Listing Template.](#) (Maximum allowed file size 50 MB.)

Select the file to upload for product listing(s)

**Figure 25**

To complete the template to be uploaded, users can enter information for the first” beginning in row 2 of the template. Users can continue adding products in subsequent rows. **Do not delete row 1 or add/delete a column in the template.**

The template consists of eight columns. Each column contains its own help to guide users through the process.

Product name*	Product identification number	Product identification number type	Intended Use of Product*	Product category*	If "Other" product category, specify	Flavor	If "Other" flavor, specify
<p><b>Column A:</b> Enter the product name (i.e., brand/sub-brand or other commercial name used in commercial distribution)</p> <p>Maximum Length of 120</p> <p>*Required Field</p>	<p><b>Column B:</b> A product identification number must be provided if needed to uniquely identify the product</p> <p>Maximum Length of 100</p>	<p><b>Column C:</b> Select the type of product identification number</p> <p>Options: Item/Catalog Number SKU Number UPC Number</p>	<p><b>Column D:</b> Select use of the product</p> <p>Options: Consumer Use Further Manufacturing Use</p> <p>*Required Field</p>	<p><b>Column E:</b> Select the product category</p> <p>Options: Cigarettes Chewing Tobacco Disposables Dry Snuff Hookah Roll-Your-Own Tobacco Roll-Your-Own Paper Roll-Your-Own Filters Accessory Filters Other accessory Additive Tobacco Paper Filter Pouch for portioned tobacco Other</p> <p>*Required Field</p>	<p><b>Column F:</b> If "Other" please describe further</p> <p>Maximum Length of 100</p>	<p><b>Column G:</b> Select the flavor</p> <p>Options: Menthol Rose Other</p>	<p><b>Column H:</b> If "Other" please describe</p> <p>Maximum Length of 100</p>

**Figure 26**

- **Column A (required) – “Product Name”**
  - Users can enter up to 120 characters.
- **Column B (optional) – “Product Identification Number”**
  - Users can enter up to 100 characters.
- **Column C (required if column B completed) – “Product Identification Number Type”**
  - If users entered a value in Column B, users must select a value from the pick list. Otherwise, users should leave column C blank.
- **Column D (required) – “Use of this Product”**
  - Users must select a value from the pick list.

- **Column E (required) – “Product Category”**
  - Users must select a value from the pick list.
- **Column F (required if “Other” selected in Column E) – If “Other...” Product Category**
  - If users selected “Other” in Column E, they must enter a value in Column F. Otherwise, users should leave Column F blank.
- **Column G (optional) – Flavor**
  - Users can select a value from the pick list.
- **Column H (required if “Other...” selected in Column G)**
  - If “Other” is selected in Column G, then users must enter a value in Column H. Otherwise, users should leave Column H blank.

If the template upload is successful, the system will display a list of the products that were uploaded. Users must complete each Product Listing by either uploading all labeling for the product or by indicating that the product has no labeling. Users may also upload all consumer information and a representative sample of advertising for the product. Users will not be able to submit a registration until all Product Listings are complete.

**Establishment Name: Test Company**

**WARNING: You have Product Listings that need to be completed before you can submit your registration. To complete a Product Listing, click its Edit link.**

To complete your product listing(s), you must include certain accompanying information, which will vary depending on the circumstances. Please see the guidance document, Section III.C.2., for additional details. Select a product to continue to enter the required information.

**Product Listing**

Select product listing(s) to be added to this establishment registration.

Show 25 entries
Show / hide columns
Filter: 
[Clear Sort and Filter](#)

Add To Establishment	Product Name	Product Category	Product Identification Number	Product Identification Number Type	Possible Duplicate	Product Info Complete	Action
<input checked="" type="checkbox"/>	PL1 1	Dissolvables	123456	SKU Number		No	
<input checked="" type="checkbox"/>	PL1 2	Dry Snuff	654321	SKU Number		No	
<input checked="" type="checkbox"/>	PL1 3	Snus	156987	SKU Number		No	

Showing 1 to 3 of 3 entries

[+ Add New Product](#)

[Previous](#)
[Save Draft and Exit](#)
[Next](#)

**Figure 27**

To complete the Product Listing(s), users must include certain accompanying information; this information will vary depending on circumstances. Section III.C.2. of the Guidance document can be used as reference for additional details.

Users can select a product to continue to enter the required information.

Users can select the  icon in the right column to complete or edit a Product Listing.

When users select a Product Listing to complete, the system will display the Product Listing Review page.

Users can click the **“Edit”** button to complete any section. Users must edit the **“Labeling”** section to upload all labeling or, indicate the product has no labeling before they may continue the registration.

Users can click **“Continue to Product Listings”** to return to the list of uploaded Product Listings.

## Product Listing

### Product Information

Product Name

**PL1 1**

Product Identification Number

**123456**

Type of Product Identification Number

**SKU Number**

Intended Use of Product


**Consumer Use**

Consumer Use Product Category


**Dissolvables**

Flavor

**None**


 Edit

### Advertising

 Edit


No Advertising information entered.

### Labeling


 Edit

No Labeling information entered.

### Consumer Information

 Edit

No Consumer information entered.

 Back to Product List without Saving


 Continue to Product Listings

Figure 28



## 1.8.2 Option 2: Enter Manually

### Option II: Manually Enter Product Information

1. Product Name (i.e., brand/sub-brand or other commercial name used in commercial distribution - e.g., Acme Blue 100's or Acme Reconstituted Tobacco #202)

2. Product Identification Number (Must be provided if needed to uniquely identify the product)

3. Type of Product Identification Number (Select One)

☐ Item/Catalog Number ☒ SKU Number ☐ UPC Number

4. Intended Use of Product (Select One)

☒ Consumer Use ☐ Further Manufacturing Use

5. Consumer Use Product Category (Check applicable)

<input type="checkbox"/> Cigarettes	<input type="checkbox"/> Roll-Your-Own Tobacco	<input type="checkbox"/> Roll-Your-Own Paper
<input type="checkbox"/> Chewing Tobacco	<input type="checkbox"/> Roll-Your-Own Filters	<input type="checkbox"/> Snus
<input type="checkbox"/> Dissolvables	<input type="checkbox"/> Dry Snuff	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Accessory Filters	<input checked="" type="checkbox"/> Moist Snuff	<input type="text"/>

6. Further Manufacturing Use Product Category (Check applicable)

N/A

7. Flavor (Check applicable)

☐ Menthol ☒ None ☐ Other (Specify)

Figure 29

- **Product Name (required)**
  - Brand/sub-brand or other commercial name used in commercial distribution (e.g., Acme Blue 100s). Users can enter up to 120 characters for Product Name.
- **Product Identification Number (optional)**
  - Users can enter up to 100 characters. Users must enter a “**Product Identification Number**” if needed to uniquely identify the product. If users enter a Product Identification Number users also must enter “**Type of Product Identification Number.**”

- **Type of Product Identification Number (required if Product Identification Number was entered)**
  - If users entered a Product Identification Number, users must select a **“Type of Product Identification Number.”**
- **Intended Use of Product (required)**
  - Users must select either **“Consumer Use”** or **“Further Manufacturing Use.”**
- **Consumer Use Product Category (required if Consumer Use was selected for Intended Use of Product)**
  - Users must select one or more **“Product Categories”**. If the appropriate Product Category is not listed, users must select **“Other”** and enter its category in the text field.
- **Further Manufacturing Use Product Category (required if Further Manufacturing was selected for Intended Use of Product)**
  - Users must select one or more uses. If the appropriate Product Category is not listed, users must select **“Other,”** and enter its category in the text field.
- **Flavor (optional)**
  - Users can select one or more **“Flavors.”** If the product's flavor is not listed, users can select **“Other”** and enter a flavor in the text field.

When users choose **“Next”** to continue from the Product Information page, the system will display the Advertising, Labeling and Consumer Information page; (see Figure 30.)

### 1.8.3 Add Advertising

#### Advertisement, Labeling and Consumer Information

a. A representative sampling of advertising may be required. Please see the guidance document, Section III.C.2., for additional details.

b. Each uploaded file is limited to 50 MB. Please Note: If the upload time exceeds 30 minutes, the system will time out.

c. For each advertisement, we request that you provide the following optional information:

Type of Advertising Material (e.g., Magazine)

Internal Identification Number, as Applicable

Date Advertisement was First Disseminated

**Product Name:** PL1 4

Advertising

Labeling

Consumer Information

#### Advertising

Type of Advertising Material (e.g., magazine ad)

Magazine Ad

FDA interprets 'a representative sampling of advertisements' to mean typical advertising material (excluding labeling) that reflects the full range of promotional statements made for the tobacco product. For example, if more than one magazine advertisement is used but the promotional content is essentially identical, only one need be submitted.

Title

Help Guide Advertising

Unique ID or Internal ID Number

5555

Date First Disseminated (mm/dd/yyyy)

05/01/2015

Upload File (Maximum size for each file is 50 MB)

Browse... Upload

☐ Product has no Advertising

The file was uploaded successfully.

File Name	File Size (MB)	Action
Test.xlsx	0.013	✖

Go to Labeling

Cancel

Add / Update

Previous

Save Draft and Exit

Next

Figure 30


A representative sampling of advertising for the product may be required. Users should refer to the guidance document, Section III.C.2, for additional details.



Users can enter information about the product's advertising. Users can [upload](#) advertising or indicate that the product has no advertising by checking the **"Product has no Advertising"** box. If users upload advertising file(s) for the product, they also have the option to enter details about the product's advertising, including:

- **Type of Advertising (optional)**
  - Users can enter up to 120 characters.

- **Title (optional)**
  - Users can enter up to 120 characters.
- **Unique ID or Internal ID Number (optional)**
  - Users can enter up to 40 characters.
- **Date First Disseminated (optional)**
  - Users can select a date from the calendar icon or enter a date. This date is the time of initial dissemination of the labeling, consumer information, or at the time of initial publication of the advertisement for the product.

When the user has finished uploading the product's advertising and selecting **"Add / Update"** the system will list a table of the Product information.

To edit advertising, users can click on the  icon to display the previously entered Advertising Information. To delete advertising, users can click on the  icon.

<b>Product Name: PL1 4</b>						
Material Category	Material Type	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File	Action
Advertising	Magazine Ad	Help Guide Advertising	5555	05/01/2015	<a href="#">Test.xlsx</a>	 
Advertising		Labeling		Consumer Information		

**Figure 31**

From the Advertising information, users can add Label information by clicking on the **"Labeling"** button.

## 1.8.4 Add Labeling

**Product Name:** PL1 4

Material Category	Material Type	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File	Action
Advertising	Magazine Ad	Help Guide Advertising	5555	05/01/2015	Test.xlsx	

Advertising

Labeling

Consumer Information

### Labeling

**Universal Product Code(s) (UPC)**

**Type of Labeling Material (e.g., package label)**

The term 'labeling' based on section 201(m) of the Act (21 U.S.C. 321(m)), means all labels and other written, printed or graphic matter (1) upon any tobacco product or any of its containers or wrappers, or (2) accompanying such product.

**Title**

**Unique ID or Internal ID Number**

**Date First Disseminated (mm/dd/yyyy)**

Upload File (Maximum size for each file is 50 MB)

Browse...

↑ Upload

☐ Product has no Labeling

The file was uploaded successfully.

File Name	File Size (MB)	Action
Test.xlsx	0.013	

Back to Advertising

Go to Consumer

Cancel

Add / Update

Previous

Save Draft and Exit

Next





Figure 32

Users can enter information about the product's labeling on the Labeling Information page. Users must [upload](#) at least one labeling file or indicate that the product has no labeling by checking the **"Product Has No Labeling"** box for each product. If users upload labeling file(s) for the product, they also have the option to enter details about the product's labeling, including:

- **Product UPC code(s) (optional)**
  - Users can enter one or more UPC codes separated by commas.
- **Type of Labeling Material (optional)**
  - Users can enter up to 120 characters.
- **Title (optional)**
  - Users can enter up to 120 characters.
- **Unique ID or Internal ID Number (optional)**
  - Users can enter up to 40 characters.
- **Date First Disseminated (optional)**
  - Users can select a date from the Calendar icon or enter a date. This date is the time of initial dissemination of the labeling, consumer information, or at the time of initial publication of the advertisement for the product.

When the user has finished uploading the product's labeling and selecting **"Add / Update"** the system will list a table of the Product information.

To edit labeling, users can click on the  icon to display the previously entered Labeling Information. To delete labeling, users can click on the  icon.

Product Name: PL1 4						
Material Category	Material Type	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File	Action
Advertising	Magazine Ad	Help Guide Advertising	5555	05/01/2015	<a href="#">Test.xlsx</a>	 
Labeling	Package Label	Help Guide Label	6543221	05/01/2015	<a href="#">Test.xlsx</a>	 

**Figure 33**

From the Label information, the user can add Consumer information by clicking on the **"Go to Consumer Information"** button.

## 1.8.5 Add Consumer Information

**Product Name:** PL1 4

Material Category	Material Type	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File	Action
Advertising	Magazine Ad	Help Guide Advertising	5555	05/01/2015	<a href="#">Test.xlsx</a>	
Labeling	Package Label	Help Guide Label	6543221	05/01/2015	<a href="#">Test.xlsx</a>	

Advertising

Labeling

Consumer Information

### Consumer Information

Type of Consumer Material (e.g., consumer brochure)

Consumer Brochure

Consumer information includes information that has not already been submitted as labeling or advertising. Consumer information does not include information directed at wholesalers, distributors, or retailers, where such information is not available to consumers.

Title

Help Guide Brochure

Unique ID or Internal ID Number

12345

Date First Disseminated (mm/dd/yyyy)

05/01/2015

Upload File (Maximum size for each file is 50 MB)

Browse...

↑ Upload

☐ Product has no Consumer Information

The file was uploaded successfully.

File Name	File Size (MB)	Action
<a href="#">Test.xlsx</a>	0.013	

⏪ Back to Labeling

⏴ Cancel

➕ Add / Update

⏪ Previous

💾 Save Draft and Exit

➡ Next


Figure 34







Consumer information may be required. Users should refer to the Section III.C.2 Guidance document for additional details.

Users can enter information about the product's consumer on the Consumer Information page. Users can [upload](#) consumer information or indicate that the product has no consumer information by checking the **"Product has no Consumer Information"** box. If users upload consumer information file(s) for the product, they also have the option to enter details about the product's consumer information, including:

- **Type of Consumer Information (optional)**
  - Users can enter up to 120 characters.
- **Title (optional)**
  - Users can enter up to 120 characters.
- **Unique ID or Internal ID Number (optional)**
  - Users can enter up to 40 characters.
- **Date First Disseminated (optional)**
  - Users can select a date from the calendar icon or enter a date. This date is the time of initial dissemination of the labeling, consumer information, or at the time of initial publication of the advertisement for the product.

When the user has finished uploading the product's Consumer Information and selecting **"Add / Update"** the system will list a table of the Product information.

To edit labeling, users can click on the  icon to display the previously entered Labeling Information. To delete labeling, users can click on the  icon.

Product Name: PL1 4						
Material Category	Material Type	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File	Action
Advertising	Magazine Ad	Help Guide Advertising	5555	05/01/2015	<a href="#">Test.xlsx</a>	 
Labeling	Package Label	Help Guide Label	6543221	05/01/2015	<a href="#">Test.xlsx</a>	 
Consumer Information	Consumer Brochure	Help Guide Brochure	12345	05/01/2015	<a href="#">Test.xlsx</a>	 

**Figure 35**

When users select the **"Next"** button the system will display the Product Listing page. (See Figure 36.)



Establishment Name: Test Company

WARNING: You have Product Listings that need to be completed before you can submit your registration. To complete a Product Listing, click its Edit link.

To complete your product listing(s), you must include certain accompanying information, which will vary depending on the circumstances. Please see the guidance document, Section III.C.2., for additional details. Select a product to continue to enter the required information.

Product Listing

Select product listing(s) to be added to this establishment registration.

Show25▼entries

Show / hide columns

Filter:

Clear

<div>⌵</div> Add To Establishment	<div>⌵</div> Product Name	<div>⌵</div> Product Category	<div>⌵</div> Product Identification Number	<div>⌵</div> Product Identification Number Type	<div>⌵</div> Possible Duplicate	<div>⌵</div> Product Info Complete
<input checked="" type="checkbox"/>	PL1 1	Dissolvables	123456	SKU Number		No
<input checked="" type="checkbox"/>	PL1 2	Dry Snuff	654321	SKU Number		No
<input checked="" type="checkbox"/>	PL1 3	Snus	156987	SKU Number		No
<input checked="" type="checkbox"/>	PL1 4	Moist Snuff	9866547	SKU Number	No	Yes

Showing 1 to 4 of 4 entries

◀

▶

➕ Add New Product

⏪ Previous

⏩ Save Draft and Exit

⏭ Next

Figure 36

The Product Listing page is a summary list of the products that were added to the registration. From the Product Listing page users can select a product to edit or delete or users also can choose to add another product.

If users select a Product Listing to edit, the system first will display the Product Listing Information page. Users can edit the Product Listing Information or choose to “**Next**.”



1.9 Registration Review Page

Once users have completed entering the Product Listing information they will be navigated to the Establishment Information page. (See Figure 37.)

### Registration - Establishment Information

The following establishment(s) have been entered. You may add another establishment or continue to complete your registration.



To add product listing(s) to an establishment, click on the edit icon beside the establishment and continue from the Establishment information page.

Establishment Name	FEI Number	Address	Action
Test Company	Awaiting FEI Number	11820 Help Guide Dr, Rockville, MD 20852, USA	 

[+ Add Another Establishment](#)

[Previous](#) [Save Draft and Exit](#) [Next](#)

Figure 37

This page will display the name and address of the establishment(s) users have entered. Users can edit a specific establishment's information by clicking the  icon in the last column. Users can delete an establishment by clicking the  icon in the last column.

Users can add another establishment by selecting the **"Add another Establishment"** button or, continue to complete the registration by selecting the **"Next"** button. If users choose to **"Add another Establishment."** They will be navigated to the Section IV - REGISTRATION (Establishment Information) page, where users can enter information for the new establishment.

After Section IV has been completed for the second establishment, the system will display a list of products that were added to the registration.

### Product Listing

Select product listing(s) to be added to this establishment registration.

Show  entries [Show / hide columns](#) Filter:  [Clear](#)

Add To Establishment	Product Name	Product Category	Product Identification Number	Product Identification Number Type	Possible Duplicate	Product Info Complete
<input checked="" type="checkbox"/>	PL1 1	Dissolvables	123456	SKU Number		No
<input checked="" type="checkbox"/>	PL1 2	Dry Snuff	654321	SKU Number		No

Figure 38

Users can select products from the list to associate with the second establishment. They also can choose to add a new product. Users must select at least one product from the list or add a Product Listing. Product Listings added while registering the second establishment will be associated with the second establishment. Users can associate added products for the second establishment with other establishments by choosing to edit an establishment from the Establishment Information page.

Once users have completed editing the establishment's information or adding establishments to the registration, they should click on the "**Next**" button to navigate to the Registration Review page. (See Figure 39 below.)

Section I - Identification

Owner Registering on Behalf of Operator

Section II - Owner Information and Business Structure

Edit

Owner Information
Owner Name (Name of the Corporation / Partnership or Individual Owner)  
**Test Company**
Address Line 1  
**11820 Help Guide Dr**
Address Line 2  
Country  
**UNITED STATES**
ZIP or Postal Code  
**20852**
City  
**Rockville**
State, Province or Territory  
**MD**
Owner Headquarters D&B DUNS Number

Owner Point of Contact
Title  
Full Name  
**Help Guide**
Position Title  
**Staff**
Email Address  
**help.guide@test.com**
Phone Number  
**001 (301) 555-5555**
Fax Number

Owner Business Structure
Type of Business Structure  
**Sole Proprietorship**
Owner Name  
**Jane Doe**

Section III - Operator Information and Business Structure

Edit

Operator Name	Address	Type of Business
Test Company	11820 Help Guide Dr, Rockville, MD 20852, USA	Sole Proprietorship

Section IV - Establishment Information

Edit

Establishment Name	FEI Number	Address
Test Company	Awaiting FEI Number	11820 Help Guide Dr, Rockville, MD 20852, USA

Section V - Product Listing

Edit

Product Name	Product Category	Product Identification Number	Product Identification Number Type	Possible Duplicate
PL1 1	Dissolvables	123456	SKU Number	
PL1 2	Dry Snuff	654321	SKU Number	
PL1 3	Snus	156987	SKU Number	
PL1 4	Moist Snuff	9866547	SKU Number	No

Save Draft and Exit

Continue to Submit

Figure 39

After reviewing the registration, users can click on the “**Continue to Submit**” button to navigate to Section VI: Confirmation Statement. (See Figure 40 below.)

## 1.10 Section VI – Confirmation Statement

This page will display the Confirmation Statement.

**NOTE: Users must agree to the Confirmation Statement before submitting.**

### Section VI - Confirmation Statement

The data and information in this submission have been reviewed and, to the best of my knowledge, are certified to be true and accurate. I agree to report changes to this information as required under section 905 (i)(3) of the Act.

**WARNING: A willfully false statement is a criminal offense, U.S. Code, Title 18, Section 1001.**

☒ Agree (Check the box if you agree)

Identity of the Signatory

☒ Owner  
☐ Operator  
☐ Authorized Agent

Contact Information	Submitter Point of Contact
<b>Address Line 1</b> 11820 Help Guide Dr	<b>Title (Optional)</b> Please Select
<b>Address Line 2 (Optional)</b> 	<b>First / Given Name</b> Help
<b>Country</b> UNITED STATES	<b>Middle Name (Optional)</b> 
<b>ZIP or Postal Code</b> 20852	<b>Last Name</b> Guide
<b>City</b> Rockville	<b>Position Title</b> Staff
<b>State, Province or Territory</b> Maryland	<b>Email Address (Optional)</b> help.guide@test.com
	<b>Telephone (Include Country Code if applicable) (Optional)</b> 001 301 5555555 Country Area Phone Number Extension
	<b>Fax (Optional)</b> 001 Country Area Fax Number
	<b>Company Name</b> Test Company

[Previous](#) [Save Draft and Exit](#) [Submit](#)

Figure 40

On the Confirmation Statement page users are required to select the Identity of the Signatory. The options are: “**Owner**”, “**Operator**”, or “**Authorized Agent**.”

- If users select “**Owner**,” the relevant contact information fields will be pre-filled with Contact Information for the Owner from Section IIA and can be edited.
- If users select “**Operator**,” the relevant contact information fields will be pre-filled with contact information for the Operator from Section IIIA and can be edited. When the registration has more than one Operator, users can select the Operator from the drop-down list.
- If users select “**Authorized Agent**,” they must enter the authorized agent’s contact information.

Upon completion of this section, the registration is ready for submission. Click on the “**Submit**” button. The system will display a message that users’ registration and Product Listing information has successfully been submitted, (as shown in Figure 41 below). In order to receive

notifications, users should configure their email's Spam or Junk folders to allow messages from [CTPRegistrationandListing@fda.hhs.gov](mailto:CTPRegistrationandListing@fda.hhs.gov).

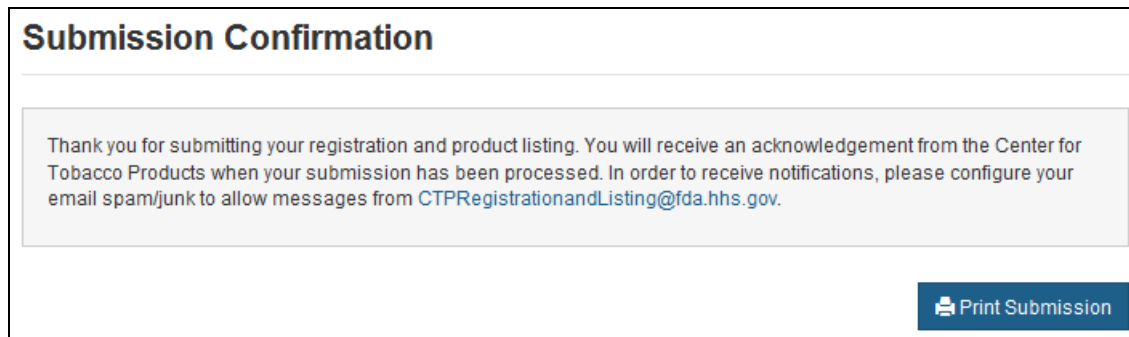


Figure 41

Users may print the submission by selecting the “**Print Submission**” button, or return to the TRLM Main Menu by selecting the “**TRLM Home**” hyperlink on the screen. If users select “**Print Submission**” a new browser window will open which will allow users to print the registration information. When finished, users can close the browser window in order to return to the TRLM application.

### 1.11 Save Draft and Exit

During the registration process, users may select the “**Save Draft and Exit**” option to save partially completed information users have entered up to this point. The system will display a message showing the last date to submit a registration before the draft is deleted.

U.S. Department of Health and Human Services

FDA

TRLM

TOBACCO REGISTRATION

AND PRODUCT LISTING MODULE

FURLS HOME

TRLM HOME

Tobacco Registration and Product Listing

?

TRLM Home

New Registration and Product Listing

TRLM Home

New Registration and Product Listing

Section IV - Registration (Establishment Information)

Enter registration and contact information for each establishment being registered.

Establishment Information

Establishment Name

Establishment One

The term "establishment" means a place of business under one ownership at one general physical location. A single building may house more than one distinct establishment if the establishments are under separate ownership.

Address Line 1

7400 Fullerton Road

Address Line 2 (Optional)

ZIP or Postal Code

22153

Please enter valid Zip code

City

Springfield

State, Province or Territory

Virginia

Establishment D&B DUNS Number (Optional)

Operation (Check all that apply) (Optional)

☒ Blending

☒ Packaging

☒ Storing

☐ Manufacturing

☐ Labeling

☐ Testing

☐ Reconstituting Tobacco

☐ Saucing (or casing)

☐ Other (specify)

Establishment Point of Contact (Optional)

Title

Please Select

First / Given Name

Jamie

Middle Name

Last Name

Jones

Position Title

Vice President

Email Address

dennis.chambers@fda.hhs.gov

Telephone (Include Country Code if applicable)

001

Country

Area

Phone Number

Extension

Fax

001

Country

Area

Fax Number

Previous

Save Draft and Exit

Next

Figure 42

37

## 1.12 Draft Confirmation

The user has the option from the Draft Confirmation to print the draft by clicking the “**Print Draft**” button to print. See Figure 43.

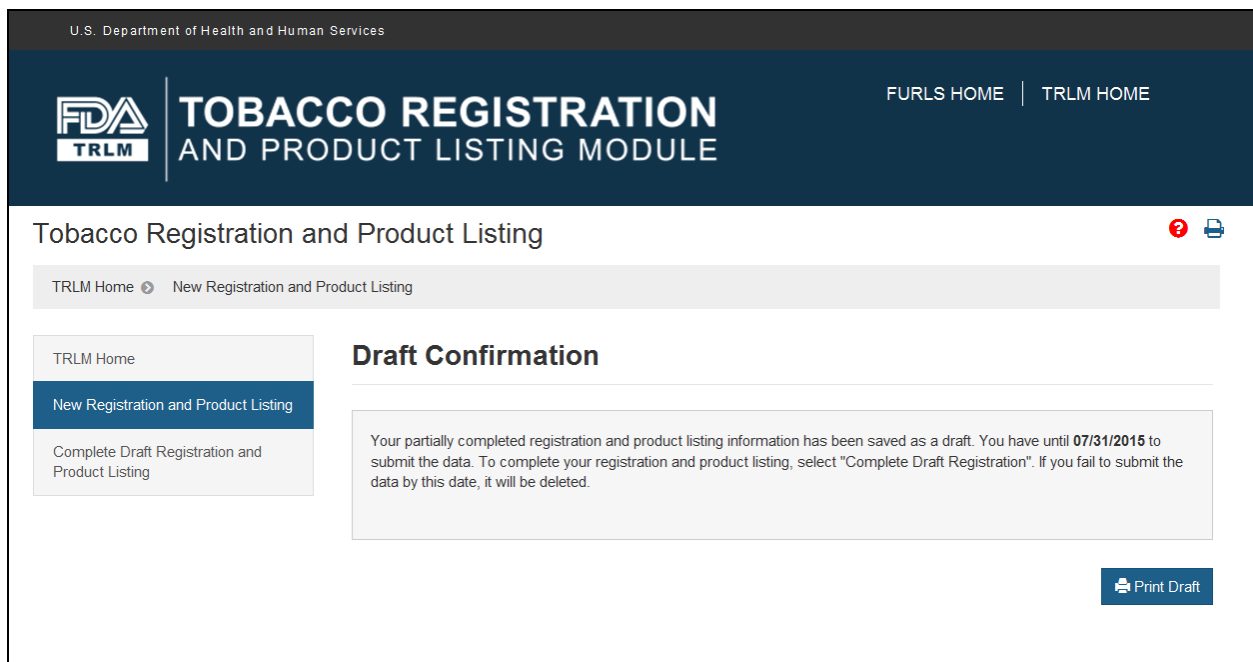


Figure 43



## 1.13 Print Draft

CENTER FOR TOBACCO PRODUCTS	
Not Submitted	Draft Submitted On: 07/24/2015
Account Id: new14709	Printed On: 07/24/2015
<b>SECTION I - IDENTIFICATION</b>	
Owner who is also Operator of All Establishments	
<b>SECTION II - REGISTRATION (Owner Information and Owner Business Structure)</b>	
Owner Information:	
Owner Name (Name of the Corporation / Partnership or Individual Owner): New VP Corp	Owner Address: 23 Ranch Ct, North Potomac, MD, 20878-3827, UNITED STATES
Owner Headquarters D&B DUNS Number:	
Owner Point of Contact:	
Title:	Full Name: Victor D Smith
Position Title: VP	Email Address: Hsiaofeng.yang@fda.hhs.gov
Phone Number: 001 (301) 994-3939 Ext 23213	Fax Number: 001 (240) 995-4841
Owner Business Structure:	
Type of Business Structure:	Sole Proprietorship
Owner Name:	GREG
If the owner does business by any other name, please list all such names:	
<b>SECTION III - REGISTRATION (Operator Information and Operator Business Structure)</b>	
Operator Information:	
Operator Name: New VP Corp	Operator Address: 23 Ranch Ct, North Potomac, MD, 20878-3827, UNITED STATES
Operator D&B DUNS Number:	
Operator Point of Contact:	
Title:	Full Name: Victor D Smith
Position Title: VP	Email Address: Hsiaofeng.yang@fda.hhs.gov
Phone Number: 001 (301) 994-3939 Ext 23213	Fax Number: 001 (240) 995-4841
Operator Business Structure:	
Type of Business Structure:	Sole Proprietorship
Operator Name:	GREG
If the operator does business by any other name, please list all such names:	

Figure 44

## 1.14 Complete Draft

Users can continue to complete the Registration and Product Listing by selecting the **“Complete Draft Registration and Product Listing”** from the left-hand Launchpad. A message will display informing the user the date the draft must be submitted before it will be deleted. Each section of the registration and Product Listing will be displayed with the information that has been previously saved as a draft. The user can edit any section by selecting the **“Edit”** button for that section. (See Figure 45.)

Once users have edited and complete all of the sections required for the registration and Product Listing they can select the **“Continue to Submit”** button or **“Discard the Draft”**. If the user selects to discard the draft, the draft changes will be removed from the system.




[Continue to Submit](#)

40

If users click the “Continue to Submit” button they will be navigated to the Confirmation Statement page. See Figure 46 below.

**NOTE: Users must agree to the Confirmation Statement before submitting.**

U.S. Department of Health and Human Services



# TOBACCO REGISTRATION AND PRODUCT LISTING MODULE

[FURLS HOME](#) | [TRLM HOME](#)

Tobacco Registration and Product Listing

[?](#) [Print](#)

[TRLM Home](#) > [Complete Draft Registration and Product Listing](#)

[TRLM Home](#)

[Complete Draft Registration and Product Listing](#)

## Section VI - Confirmation Statement

The data and information in this submission have been reviewed and, to the best of my knowledge, are certified to be true and accurate. I agree to report changes to this information as required under section 905 (l)(3) of the Act.

**WARNING: A willfully false statement is a criminal offense, U.S. Code, Title 18, Section 1001.**

☒ **Agree** (Check the box if you agree)

Identity of the Signatory

☒ **Owner**

☐ **Authorized Agent**

Contact Information

Address Line 1

11820 Parklawn Dr

Address Line 2 (Optional)

Country

UNITED STATES

ZIP or Postal Code

20852

City

Rockville

State, Province or Territory

Maryland

Submitter Point of Contact

Title (Optional)

Please Select

First / Given Name

Joe

Middle Name (Optional)

Last Name

Smith

Position Title

Owner

Email Address (Optional)

dennis.chambers@fda.hhs.gov

Telephone (Include Country Code if applicable) (Optional)

001

301

7709610

Country

Area

Phone Number

Extension

Fax (Optional)

001

Country

Area

Fax Number

Company Name

Test Company One

[Previous](#)

[Save Draft and Exit](#) [Submit](#)

Figure 46

41

When the user clicks “**Submit**” they will be taken to the Submission Confirmation page; (see Figure 47) below. The user will have the option of printing the Submission by selecting the “**Print Submission**” where a PDF file of the submitted registration can viewed and printed. (See Figure 48.)

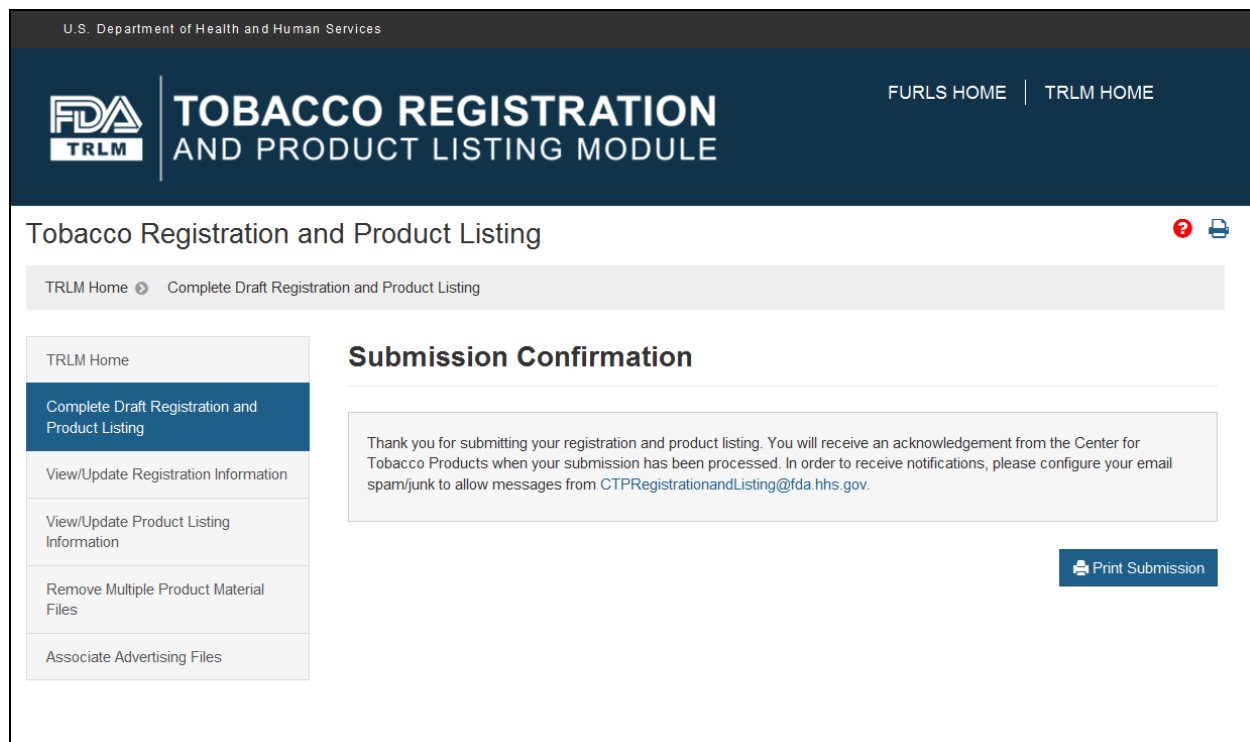


Figure 47

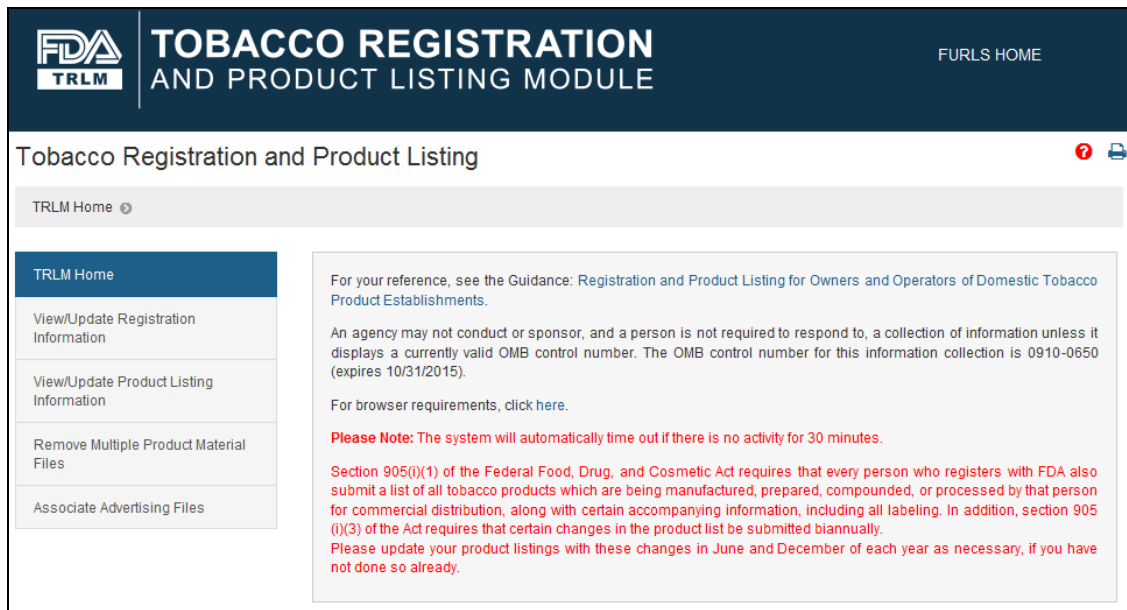
CENTER FOR TOBACCO PRODUCTS					
Submitted			Submitted On: 07/20/2015		
Account Id: tes21840			Printed On: 07/20/2015		
SECTION I - IDENTIFICATION					
Owner Registering Alone					
SECTION II - REGISTRATION (Owner Information and Owner Business Structure)					
Owner Information:					
Owner Name (Name of the Corporation / Partnership or Individual Owner):			Owner Address: 11820 Parklawn Dr, Rockville, MD, 20852, UNITED STATES		
Owner Headquarters D&B DUNS Number:					
Owner Point of Contact:					
Title:			Full Name: Joe Smith		
Position Title: Owner			Email Address: dennis.chambers@fda.hhs.gov		
Phone Number: 001 (301) 770-9610			Fax Number:		
Owner Business Structure:					
Type of Business Structure:			Sole Proprietorship		
Owner Name:			Joe Smith		
If the owner does business by any other name, please list all such names:					
SECTION IV - REGISTRATION (Establishment Information)					
Establishment Name		Address		Establishment Status	
Establishment One		7400 Fullerton Road, Springfield, VA, 22153, UNITED STATES		Active	
Establishment Two		10903 New Hampshire Ave, Silver Spring, MD, 20903, UNITED STATES		Active	
SECTION V - PRODUCT LISTING					
Product Name	Product Category	Product Identification Number	Product Identification Number Type	Possible Duplicate	Establishment Name(s)
Cuban Cigar	Other	12345	Item/Catalog Number	No	Establishment One; Establishment Two
CONFIRMATION STATEMENT					
Identity of the Signatory: Owner					
Title:			Full Name: Joe Smith		
Position Title: Owner			Email Address: dennis.chambers@fda.hhs.gov		
Phone Number: 001 (301) 770-9610			Fax Number:		
Address: 11820 Parklawn Dr, Rockville, MD, 20852, UNITED STATES			Company Name: Test Company One		

Note: Registration of a tobacco establishment, assignment of an FDA Establishment Identifier (FEI) number, or listing of a tobacco product does not constitute review or approval by FDA.

Figure 48

## 2. View/Update Registration Information

After users have logged into the "Tobacco Registration and Product Listing" from FDA Industry Systems, they should navigate to the TRLM Main Menu page as shown below.



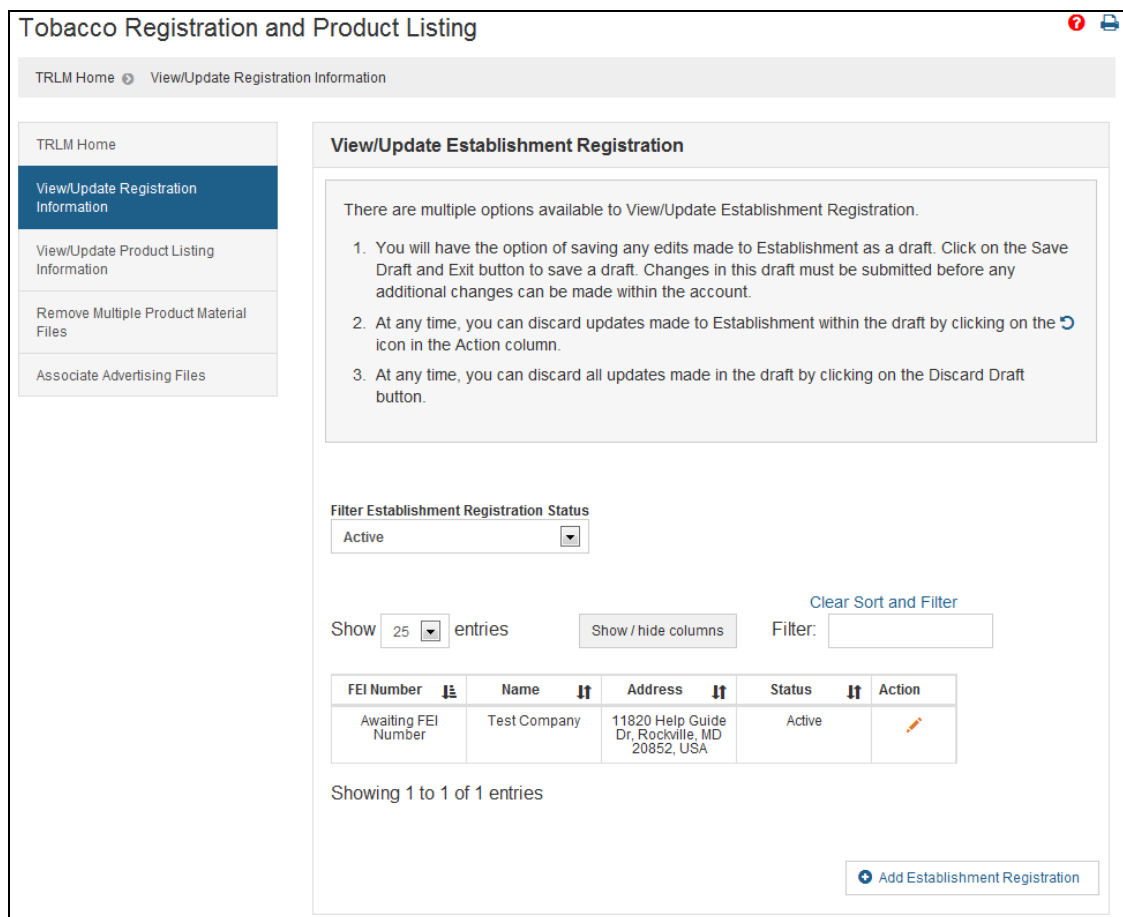
**Figure 49**

Once the registration is submitted the TRLM Main Menu will display the following options:

- [View/Update Registration Information](#)
- [View/Update Product Listing Information](#)
- [Remove Multiple Product Material Files](#)
- [Associate Advertising Files](#)

### View/Update Registration Information

To view, add, and edit establishment information, users can select "View/Update Registration Information" from the TRLM Main Menu. The system will display the establishments that were added to users' registration, (as shown below in Figure 50).




**Figure 50**

The Establishment Summary page contains a list of the establishment(s) that was added to users' registration. Users may add a new establishment to the registration or view / update an existing one.

To add new establishments to the registration users can select the **"Add Establishment Registration"** button. (For details about adding a new establishment, refer to [Add Establishment Registration](#)).

## 2.1 View/Update Existing Establishment Registration

To view/update an existing establishment, select the applicable  icon. Users will navigate to the View/Update Establishment Registration Review page for the selected establishment as shown below. Users can view/update previously entered sections of the registration by clicking the appropriate **"Edit"** button.

View/Update Establishment Registration

Change Establishment Registration Status

Please Select

Last Year Registered

2015

Last Viewed Date

NA

Last Updated Date

NA

Last Updated By

NA

Current Establishment Registration Status

Active

Section I - Identification

Owner Registering on Behalf of Operator

Section II - Owner Information and Business Structure

Edit

Owner Information

Owner Name (Name of the Corporation / Partnership or Individual Owner)

Test Company

Address Line 1

11820 Help Guide Dr

Address Line 2

Country

UNITED STATES

ZIP or Postal Code

20852

City

Rockville

State, Province or Territory

MD

Owner Headquarters D&B DUNS Number

Owner Point of Contact

Title

Full Name

Help Guide

Position Title

Staff

Email Address

help.guide@test.com

Phone Number

001 (301) 555-5555

Fax Number

Owner Business Structure

Type of Business Structure

Sole Proprietorship

Owner Name

Jane Doe

Section III - Operator Information and Business Structure

Edit

Operator Name	Address	Type of Business
Test Company	11820 Help Guide Dr, Rockville, MD 20852, USA	Sole Proprietorship

Section IV - Establishment Information

Edit

Establishment Name	FEI Number	Address
Test Company	Awaiting FEI Number	11820 Help Guide Dr, Rockville, MD 20852, USA

Add Another Establishment

Back to Establishment List without Saving

Figure 51



## Establishment Registration Review

On the Establishment Registration Review page users can perform the following actions:

- [Update the status of the establishment](#)
- [View or update registration information](#)
- [Complete annual registration](#)
- [View/Update Another Registration](#)
- [Add Another Establishment](#)
- [Continue to submit](#)

### Update the status of the establishment:

Users can change the establishment registration status of an active establishment to “**Inactive**” or change the establishment registration status of an inactive establishment to “**Active**.”

When users change the status of an establishment, the system will prompt users to enter the date of the establishment status change as displayed below (this cannot be a future date).

View/Update Establishment Registration	
<b>Change Establishment Registration Status</b>	Last Year Registered
<input type="text" value="Inactive"/>	<b>2015</b>
<b>Date of the Establishment status change (mm/dd/yyyy)</b>	Last Viewed Date
<input type="text" value="05/01/2015"/>	<b>NA</b>
	Last Updated Date
	<b>NA</b>
	Last Updated By
	<b>NA</b>
	Current Establishment Registration Status
	<b>Active</b>

Figure 52

When continuing to submit after changing the status of an active establishment to ‘**Inactive**,’ the system shall display a warning message, as shown below, if the active Product Listing(s) associated with it are not associated with any other active establishment.

**WARNING:** Inactivating this establishment will inactivate the following product listing(s) associated with the establishment:

1. PL 1 4

Select Next if you choose to proceed or select Previous to return to the Establishment Registration Review page.

Previous

Next

Figure 53

If the user acknowledges inactivating the associated Product Listing(s), the user selects “**Next**” to navigate to the Marketing Status Change Date page. Users will be prompted to provide the “**Marketing Status Change Date**” for each of the Product Listing(s) being inactivated as displayed below (this cannot be a future date). The user may then continue to submit the status update.

### Marketing Status Change Date

For each Product in the list, please provide the date the Product's status changed.

Marketing Status Change Date (mm/dd/yyyy)

Apply to All

TP Number	Product Name	Marketing Status Change Date (mm/dd/yyyy)
TP0019317	PL1 4	<div>05/01/2015</div> <div></div>

Previous

Next

Figure 54

When continuing to submit after changing the status of an inactive establishment to “**Active**,” users will be navigated to the “**Add Product Listing**” page, (as displayed below).

**Establishment Name:** Test Company

**Product Listing**

Select product listing(s) to be added to this establishment registration.

Show  entries  Filter:

[Clear Sort and Filter](#)

<input type="checkbox"/> Add To Establishment	TP Number	Product Name	Product Category	Product Identification Number	Product Identification Number Type	Possible Duplicate	Product Info Complete	Status
<input type="checkbox"/>	TP0019317	PL1 4	Moist Snuff	9866547	SKU Number	No	Yes	Inactive

Showing 1 to 1 of 1 entries

Figure 55

This page displays all the Product Listing(s) that were previously submitted. Users must select the Product Listing(s) to be associated with the establishment that is being activated. Users may select existing product(s) by checking the **“Add to Establishment”** checkbox alongside each Product Listing. Users may also choose to add a new product by selecting the **“[Add New Product](#)”** button. The user may then continue to submit the status update.

### Complete Annual Registration:

In order to complete annual registration, users may update establishment information in Section IV – Registration (Establishment Information) by clicking the **“Edit”** button on the Establishment Registration Review page. If there are no changes, users may select the checkbox labeled **“Please check this box if there are no changes to the establishment information in Section IV below,”** (as displayed in Figure 56).

**View/Update Establishment Registration**

☐ Please check this box if there are no changes to the establishment information in Section IV below.

**Change Establishment Registration Status**

**Last Year Registered** 2014

Figure 56

### View/Update Another Registration:

If there is more than one registered establishment for the account, users may view/update another establishment by selecting the **“Continue to View/Update Another Registration”** button on the View/Update Establishment Registration review page. This navigates users to the View/Update Registration Information main menu screen so they may select another establishment to view or update.

### Add another Establishment:

Users may add another establishment by selecting the **“Add another Establishment”** button on the View/Update Establishment Registration review page. The system navigates to Section IV -

Registration (Establishment Information) page where users can enter information for a new establishment.

**Print Submission:**

Users may print the submission by selecting the “**Print Submission**” button. A new browser window will open which allows users to print the registration information that has been entered so far. When finished, users can close the separate browser window to return to the TRLM application.

**Continue to Submit:**

Once users have reviewed the registration, users can submit updates by selecting the “**Continue to Submit**” button. Users will navigate to Section VI: Confirmation Statement. See below.

## Section VI – Confirmation Statement Section

This page will display the confirmation statement before successfully submitting any changes.

**Note: Users must agree to the Confirmation Statement before submitting.**

### Section VI - Confirmation Statement

The data and information in this submission have been reviewed and, to the best of my knowledge, are certified to be true and accurate. I agree to report changes to this information as required under section 905 (i)(3) of the Act.

**WARNING: A willfully false statement is a criminal offense, U.S. Code, Title 18, Section 1001.**

☒ Agree (Check the box if you agree)

Identity of the Signatory

☐ Owner

☒ Operator

☐ Authorized Agent

Contact Information	Submitter Point of Contact								
<p>Address Line 1</p> <p>11820 Help Guide Dr</p>	<p>Title (Optional)</p> <p>Please Select</p>								
<p>Address Line 2 (Optional)</p> <p></p>	<p>First / Given Name</p> <p>Help</p>								
<p>Country</p> <p>UNITED STATES</p>	<p>Middle Name (Optional)</p> <p></p>								
<p>ZIP or Postal Code</p> <p>20852</p>	<p>Last Name</p> <p>Guide</p>								
<p>City</p> <p>Rockville</p>	<p>Position Title</p> <p>Staff</p>								
<p>State, Province or Territory</p> <p>Maryland</p>	<p>Email Address (Optional)</p> <p>help.guide@test.com</p>								
	<p>Telephone (Include Country Code if applicable) (Optional)</p> <table><tbody><tr><td>001</td><td>301</td><td>5555555</td><td></td></tr><tr><td>Country</td><td>Area</td><td>Phone Number</td><td>Extension</td></tr></tbody></table>	001	301	5555555		Country	Area	Phone Number	Extension
001	301	5555555							
Country	Area	Phone Number	Extension						
	<p>Fax (Optional)</p> <table><tbody><tr><td>001</td><td></td><td></td></tr><tr><td>Country</td><td>Area</td><td>Fax Number</td></tr></tbody></table>	001			Country	Area	Fax Number		
001									
Country	Area	Fax Number							
	<p>Company Name</p> <p>Test Company</p>								

[Previous](#)[Submit](#)

Figure 57

In this section users are required to select the Identity of the Signatory. The options are: “Owner,” “Operator,” or “Authorized Agent.”

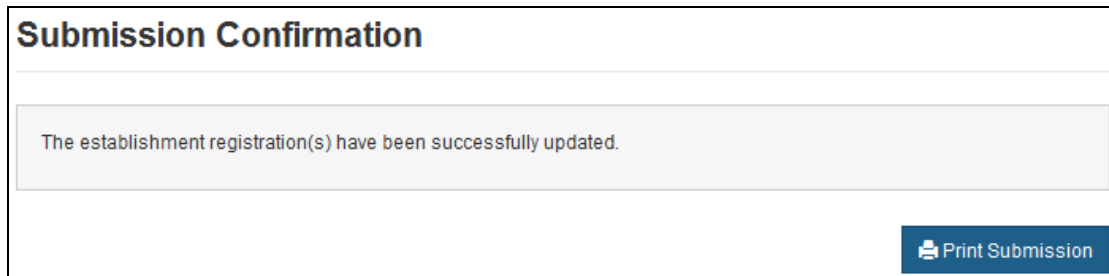
- If users select “**Owner**,” the relevant contact information fields will be pre-filled with the Owner’s contact information and can be edited.
- If users select “**Operator**,” the relevant contact information fields will be pre-filled with contact information for the Operator and can be edited. When the registration has more

than one Operator, users can select the Operator from a drop-down list.

- If users select “**Authorized Agent**,” users must enter the authorized agent’s contact information.

Upon completion of this section, the registration is ready for submission. Click “**Submit**” and the system will display a message that the registration information has successfully been submitted (as shown below).

In order to receive notifications, users should configure their email’s Spam or Junk folders to allow messages from [CTPRegistrationandListing@fda.hhs.gov](mailto:CTPRegistrationandListing@fda.hhs.gov).



**Figure 58**

Users may print the submission by selecting the “**Print Submission**” button, or users may choose to return to the TRLM main menu by selecting the “**TRLM Home**” links on the screen.

## **2.2 Add Establishment Registration**

To add a new establishment to a registration, select the “**Add Establishment Registration**” button from the View/Update Establishment Registration screen.


Tobacco Registration and Product Listing

TRLM Home
View/Update Registration Information

TRLM Home
View/Update Registration Information
View/Update Product Listing Information
Remove Multiple Product Material Files
Associate Advertising Files


### View/Update Establishment Registration

There are multiple options available to View/Update Establishment Registration.

1. You will have the option of saving any edits made to Establishment as a draft. Click on the Save Draft and Exit button to save a draft. Changes in this draft must be submitted before any additional changes can be made within the account.
2. At any time, you can discard updates made to Establishment within the draft by clicking on the  icon in the Action column.
3. At any time, you can discard all updates made in the draft by clicking on the Discard Draft button.

Filter Establishment Registration Status
Active

Show 25 entries
Show / hide columns
Clear Sort and Filter
Filter:

FEI Number	Name	Address	Status	Action
Awaiting FEI Number	Test Company	11820 Help Guide Dr, Rockville, MD 20852, USA	Active	

Showing 1 to 1 of 1 entries

Add Establishment Registration

**Figure 59**

The system navigates to the Section IV - Registration (Establishment Information) screen as displayed in below. On this page users enter their information for a new establishment and a new establishment Point of Contact. When the registration has more than one Operator they will be required to select at least one Operator for the establishment from the **“Select Operator(s) for this Establishment”** multiple-select list box. If required, users may choose more than one Operator to be associated with the establishment. Users may also choose to add another Operator to be associated with the establishment by selecting the **“Add another Operator”** button.

## Section IV - Registration (Establishment Information)

Enter registration and contact information for each establishment being registered.

Select operator(s) for this establishment

Test Company

Autofill from Operator Information

Add Another Operator

Establishment Information

Establishment Point of Contact (Optional)

**Establishment Name**

Test Company

The term "establishment" means a place of business under one ownership at one general physical location. A single building may house more than one distinct establishment if the establishments are under separate ownership.

**Address Line 1**

11820 Help Guide Dr

**Address Line 2 (Optional)**

**ZIP or Postal Code**

20852

Please enter valid Zip code

**City**

Rockville

**State, Province or Territory**

Maryland

**Establishment D&B DUNS Number (Optional)**

**Operation (Check all that apply) (Optional)**

☐ Blending
☒ Packaging
☐ Storing

☐ Manufacturing
☒ Labeling
☐ Testing

☐ Reconstituting Tobacco
☐ Saucing (or casing)
☐ Other (specify)

**Title**

Please Select

**First / Given Name**

Help

**Middle Name**

**Last Name**

Guide

**Position Title**

Staff

**Email Address**

help.guide@test.com

**Telephone (Include Country Code if applicable)**

001

301

5555555

Country

Area

Phone Number

Extension

**Fax**

001

Country

Area

Fax Number

Previous

Next

Figure 60

On this page users can enter information for the new establishment and the Point of Contact. When the registration has more than one Operator, users will be required to select at least one Operator from the “**Select Operator(s) for this Establishment**” select list box. If required, users may choose more than one Operator=. Users may also choose to add another Operator to be associated with the establishment by selecting the “**Add another Operator**” button.

**NOTE:** The following fields in Section IV are required:

- Establishment Name
- Address Line 1
- ZIP or Postal Code
- City
- State, Province, or Territory



## 2.3 Address Validation

The system performs an address validation as seen below. If the address is valid, no action is taken and the system continues to the next page where users can add Product Listings to the establishment as shown below.

If there are minor differences to the address entered, the system will display the validated address as shown below. If the address entered cannot be verified, the system will display a warning message as shown below. If the establishment name and address is found to be a possible duplicate, the system will display a warning message as shown below.

Users can make changes to the address provided by selecting the **“Edit Address”** option, or select the **“Accept Validated Address”** button to proceed to add Product Listing(s) to the establishment.

Address Validation

Establishment Address

WARNING: This address has been verified; however minor modifications were made to the information you entered. Please indicate whether you wish to accept the modifications that were made, or correct the address yourself.

Provided Address	Validated Address
<b>Address Line 1</b> 123 Test Street	<b>Address Line 1</b> 123 Test St
<b>Address Line 2</b>	<b>Address Line 2</b>
<b>City</b> North Potomac	<b>City</b> North Potomac
<b>State</b> MD	<b>State</b> MD
<b>ZIP or Postal Code</b> 20878	<b>ZIP or Postal Code</b> 20878-3870
<b>Country</b> US	<b>Country</b> US

Edit Address

Accept Validated Address

Figure 61

The system will display a warning message when the establishment name and address entered is found to be a possible duplicate. Users can make changes to the establishment by selecting the “**Back to Establishment Information**” option. If users verify that the establishment name and address is not a duplicate, users can continue to add Product Listing(s) to the establishment.

### Section IV - Registration (Establishment Information)

This establishment name and address already exists in the system. If this is not a duplicate, verify that the name and address are correct and proceed. If it is a duplicate, please modify the existing establishment.

Previous

Continue

Figure 62

## 2.4 Add Product Listings to Establishment

Upon completing the establishment information users will navigate to the “**Add Product Listing to Establishment**” page, (as displayed below).

This page displays all the Product Listings that have been added to the registration. Users may select existing products by selecting the “**Add to Establishment**” check box for the appropriate product or by adding a new product by selecting the “**Add New Product**” button.

### Establishment Name: Test Company

#### Product Listing

Select product listing(s) to be added to this establishment registration.

Show 25 entries
Show / hide columns
Filter:
Clear Sort and Filter

Add To Establishment	TP Number	Product Name	Product Category	Product Identification Number	Product Identification Number Type	Possible Duplicate	Product Info Complete	Status
<input checked="" type="checkbox"/>	TP0019317	PL14	Moist Snuff	9866547	SKU Number	No	Yes	Active

Showing 1 to 1 of 1 entries

Add New Product

Previous

Next

Figure 63

## 2.5 Add New Product

Selecting the “**Add New Product**” button will navigate users to the Section V: Product Listing page, as displayed below. Users can enter the required information for the new product added.

**Section V - Registration (Product Listing)**

**Option II: Manually Enter Product Information**

1. Product Name (i.e., brand/sub-brand or other commercial name used in commercial distribution - e.g., Acme Blue 100's or Acme Reconstituted Tobacco #202)

2. Product Identification Number (Must be provided if needed to uniquely identify the product)

3. Type of Product Identification Number (Select One)

☐ Item/Catalog Number      ☐ SKU Number      ☐ UPC Number

4. Intended Use of Product (Select One)

☐ Consumer Use      ☐ Further Manufacturing Use

5. Consumer Use Product Category (Check applicable)

<input type="checkbox"/> Cigarettes	<input type="checkbox"/> Roll-Your-Own Tobacco	<input type="checkbox"/> Roll-Your-Own Paper
<input type="checkbox"/> Chewing Tobacco	<input type="checkbox"/> Roll-Your-Own Filters	<input type="checkbox"/> Snus
<input type="checkbox"/> Dissolvables	<input type="checkbox"/> Dry Snuff	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Accessory Filters	<input type="checkbox"/> Moist Snuff	<input type="text"/>

6. Further Manufacturing Use Product Category (Check applicable)

<input type="checkbox"/> Tobacco	<input type="checkbox"/> Filters	<input type="checkbox"/> Additive
<input type="checkbox"/> Paper	<input type="checkbox"/> Pouch for Portioned Tobacco	<input type="checkbox"/> Other (Specify)
		<input type="text"/>

7. Flavor (Check applicable)

☐ Menthol      ☐ None      ☐ Other (Specify)

Previous

Next

Figure 64

Users should [complete](#) the “**Advertising, Labeling, and Consumer Information**” sections for the Product Listing added. After adding products to establishments users can click “**Next**” to navigate to the “**Registration Review**” page.

### Registration Review Page

The system displays the registration review page and all entered information for review, as shown in below.

### Section I - Identification

Owner Registering on Behalf of Operator

### Section II - Owner Information and Business Structure

Edit

#### Owner Information

Owner Name (Name of the Corporation / Partnership or Individual Owner)  
**Test Company**

Address Line 1  
**11820 Help Guide Dr**

Address Line 2

Country  
**UNITED STATES**

ZIP or Postal Code  
**20852**

City  
**Rockville**

State, Province or Territory  
**MD**

Owner Headquarters D&B DUNS Number

#### Owner Point of Contact

Title

Full Name  
**Help Guide**

Position Title  
**Staff**

Email Address  
**help.guide@test.com**

Phone Number  
**001 (301) 555-5555**

Fax Number

#### Owner Business Structure

Type of Business Structure  
**Sole Proprietorship**

Owner Name  
**Jane Doe**

### Section III - Operator Information and Business Structure

Edit

Operator Name	Address	Type of Business
Test Company	11820 Help Guide Dr, Rockville, MD 20852, USA	Sole Proprietorship

### Section IV - Establishment Information

Edit

Establishment Name	FEI Number	Address
Test Company	Awaiting FEI Number	11820 Help Guide Dr, Rockville, MD 20852, USA

### Section V - Product Listing

Edit

Product Name	Product Category	Product Identification Number	Product Identification Number Type	Possible Duplicate
PL1 1	Dissolvables	123456	SKU Number	
PL1 2	Dry Snuff	654321	SKU Number	
PL1 3	Snus	156987	SKU Number	
PL1 4	Moist Snuff	9866547	SKU Number	No

Save Draft and Exit

Continue to Submit

**Figure 65**

After reviewing or updating the registration information, users can edit information for each section, save draft and exit, or users can submit the update(s).

- Users may edit information from each section of the registration by selecting “**Edit**” for the section to be edited.

- Users can “**Save Draft and Exit**” the registration or product listing. Changes in the draft must be submitted before any additional changes can be made with the account
- Users may choose to submit by selecting the “**Continue to Submit**” button. Users can navigate to Section VI: Confirmation Statement.

## Section VI - Confirmation Statement

The data and information in this submission have been reviewed and, to the best of my knowledge, are certified to be true and accurate. I agree to report changes to this information as required under section 905 (i)(3) of the Act.

**WARNING: A willfully false statement is a criminal offense, U.S. Code, Title 18, Section 1001.**

☒ Agree (Check the box if you agree)

Identity of the Signatory

☒ Owner  
☐ Operator  
☐ Authorized Agent

Contact Information	Submitter Point of Contact								
<p><b>Address Line 1</b></p> <input type="text" value="11820 Help Guide Dr"/>	<p><b>Title (Optional)</b></p> <input type="text" value="Please Select"/>								
<p><b>Address Line 2 (Optional)</b></p> <input type="text"/>	<p><b>First / Given Name</b></p> <input type="text" value="Help"/>								
<p><b>Country</b></p> <input type="text" value="UNITED STATES"/>	<p><b>Middle Name (Optional)</b></p> <input type="text"/>								
<p><b>ZIP or Postal Code</b></p> <input type="text" value="20852"/>	<p><b>Last Name</b></p> <input type="text" value="Guide"/>								
<p><b>City</b></p> <input type="text" value="Rockville"/>	<p><b>Position Title</b></p> <input type="text" value="Staff"/>								
<p><b>State, Province or Territory</b></p> <input type="text" value="Maryland"/>	<p><b>Email Address (Optional)</b></p> <input type="text" value="help.guide@test.com"/>								
	<p><b>Telephone (Include Country Code if applicable) (Optional)</b></p> <table border="1"> <tr> <td>001</td> <td>301</td> <td>5555555</td> <td></td> </tr> <tr> <td>Country</td> <td>Area</td> <td>Phone Number</td> <td>Extension</td> </tr> </table>	001	301	5555555		Country	Area	Phone Number	Extension
001	301	5555555							
Country	Area	Phone Number	Extension						
	<p><b>Fax (Optional)</b></p> <table border="1"> <tr> <td>001</td> <td></td> <td></td> </tr> <tr> <td>Country</td> <td>Area</td> <td>Fax Number</td> </tr> </table>	001			Country	Area	Fax Number		
001									
Country	Area	Fax Number							
	<p><b>Company Name</b></p> <input type="text" value="Test Company"/>								


Previous
Save Draft and Exit
Submit

**Figure 66**

Click “**Submit**” to submit the registration information. The system displays a message that the registration and Product Listing information has successfully been submitted as shown below.

## Submission Confirmation

Thank you for submitting your registration and product listing. You will receive an acknowledgement from the Center for Tobacco Products when your submission has been processed. In order to receive notifications, please configure your email spam/junk to allow messages from [CTPRegistrationandListing@fda.hhs.gov](mailto:CTPRegistrationandListing@fda.hhs.gov).

 Print Submission

**Figure 67**


### 3. View/Update Product Listing Information

#### 3.1 View/Update Product Listing Information


To view, add and update Product Listings for a registered establishment, select the “**View/Update Product Listing Information**” option from the TRLM Main Menu. A list of the Product Listings that were added to the registration is displayed.

### View/Update Product Listing


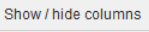
There are multiple options available to View/Update Product Listing(s).

1. You will have the option of saving any edits made to Product Listing(s) as a draft. Click on the Save Draft and Exit button to save a draft. Changes in this draft must be submitted before any additional changes can be made within the account.
2. At any time, you can discard updates made to Product Listing(s) within the draft by clicking on the  icon in the Action column.
3. At any time, you can discard all updates made in the draft by clicking on the Discard Draft button.
4. If you have multiple files or large files (up to 2GB per file) that need to be uploaded, then click on the Save and Upload button below to navigate to the FURLS Upload site.


Filter Product Status

All 




**NOTE: Some of the columns are hidden by default, please click Show/Hide columns to view them.**

Show  25 entries  Filter:

[Clear Sort and F](#)

TP Number	Product Name	Product Category	Product Identification Number	Status	Action
TP0019317	PL 1 4	Moist Snuff	9866547	Active	

Showing 1 to 1 of 1 entries

 Print All Product Listing(s)  Update Product Listings From File  Add Product


 Save and Upload

Figure 68

#### 3.2 View/Update Selected Product

To view/update an existing product, select the  icon associated to the desired product. The review page for the selected product is displayed.

### View/Update Product Listing

**Change Marketing Status**  

Please Select

Last Viewed Date  
**NA**  
  
Last Updated Date  
**07/20/2015**  
  
Last Updated By  
**Help Guide**  
  
Current Marketing Status  
**Active - Reintroduced to Market**

**Product Information**

Edit

TP Number  
**TP0019317**  
  
Product Name  
**PL1 4**  
  
Product Identification Number  
**9966547**  
  
Type of Product Identification Number  
**SKU Number**  
  
Intended Use of Product  
**Consumer Use**  
  
Consumer Use Product Category  
**Moist Snuff**  
  
Flavor  
**None**

**Advertising**

Edit

Type of Advertising Material	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File
Magazine Ad	Help Guide Advertising	5555	05/01/2015	Test.xlsx

**Labeling**

Edit

Type of Labeling Material	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File
Package Label	Help Guide Label	6543221	05/01/2015	Test.xlsx

**Consumer Information**

Edit

Type of Consumer Material	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File
Consumer Brochure	Help Guide Brochure	12345	05/01/2015	Test.xlsx

**Establishment**

Edit

Associated	Establishment Name	FEI Number	Address
<input checked="" type="checkbox"/>	Test Company	Awaiting FEI Number	11820 Help Guide Dr, Rockville, MD 20852, USA
<input checked="" type="checkbox"/>	Test Company	Awaiting FEI Number	11820 Help Guide Dr, Rockville, MD 20852, USA

View/Update/Add Another Product Listing

Back to Product List without Saving

**Figure 69**

From the Product Listing Review page users can update the product’s marketing status.

Users also can view and update the product’s information, and advertising, labeling, or consumer information by clicking the appropriate “**Edit**” button. The system will display the previously



submitted entries for the selected section. When users finish updating the section, they can click **“Next”** to return to the Product Listing Review page.

If users registered more than one establishment, they can view and update the establishments associated with the product.

After updating the product, users can view, update, and Add another Product Listing, or users can submit the update(s). The system will display the Product Listings Summary page.

When users choose to **“Continue to Submit,”** the system will display the Confirmation Statement.

Users can change the marketing status of an active Product Listing to **“Discontinued”** or change the marketing status of an inactive Product Listing to **“Reintroduced to Market.”** The system will prompt users for the date that the marketing status changed.

**View/Update Product Listing**

**Change Marketing Status**

Discontinued

**Marketing Status Change Date (mm/dd/yyyy)**

**Last Viewed Date**  
NA

**Last Updated Date**  
07/20/2015

**Last Updated By**  
Help Guide

**Current Marketing Status**  
Active - Reintroduced to Market

**Figure 70**

When a Product Listing is reintroduced to market and if users registered more than one establishment, they will select establishment(s) to be associated with the product from the Establishment section on the Review page.

**Registration - Establishment Information**

Identify all establishments where the product is manufactured, prepared, compounded, or processed.  
Select establishment(s) to be added to this listing.

Associated	Establishment Name	FEI Number	Address
<input checked="" type="checkbox"/>	Test Company	Awaiting FEI Number	11820 Help Guide Dr, Rockville, MD 20852, USA

**Previous** **Next**

**Figure 71**

Users must select at least one establishment from the list to associate with the Product Listing. Click **“Next”** to return to the Product Listing Review page then click **“Continue to Submit”** to display the Confirmation Statement.

Note: Users must agree to the Confirmation Statement before submitting.

### Section VI - Confirmation Statement

The data and information in this submission have been reviewed and, to the best of my knowledge, are certified to be true and accurate. I agree to report changes to this information as required under section 905 (l)(3) of the Act.

**WARNING: A willfully false statement is a criminal offense, U.S. Code, Title 18, Section 1001.**

☒ Agree (Check the box if you agree)

Identity of the Signatory

☒ Owner  
☐ Operator  
☐ Authorized Agent

Contact Information	Submitter Point of Contact
<b>Address Line 1</b> 11820 Help Guide Dr	<b>Title (Optional)</b> Please Select
<b>Address Line 2 (Optional)</b> 	<b>First / Given Name</b> Help
<b>Country</b> UNITED STATES	<b>Middle Name (Optional)</b> 
<b>ZIP or Postal Code</b> 20852	<b>Last Name</b> Guide
<b>City</b> Rockville	<b>Position Title</b> Staff
<b>State, Province or Territory</b> Maryland	<b>Email Address (Optional)</b> help.guide@test.com
	<b>Telephone (Include Country Code if applicable) (Optional)</b> 001 301 5555555 Country Area Phone Number Extension
	<b>Fax (Optional)</b> 001 Country Area Fax Number
	<b>Company Name</b> Test Company

Previous

Submit

Figure 72

On this page users are required to select the Identity of the Signatory. The options are: “**Owner**”, “**Operator**”, or “**Authorized Agent**”.


- If users select “**Owner**” the relevant contact information fields will be pre-filled with contact information for the Owner and can be edited.
- If users select “**Operator**” the relevant contact information fields will be pre-filled with contact information for the Operator and can be edited. When the registration has more than one Operator, users can select the Operator from the drop-down list.
- If users select “**Authorized Agent**” they must enter the Authorized Agent’s contact information.

Upon completion of this section, the registration is ready for submission. Once users click “**Submit**” the system will display that the registration and Product Listing information has successfully been submitted. In order to receive notifications, users should configure their email’s Spam or Junk folders to allow messages from [CTPRegistrationandListing@fda.hhs.gov](mailto:CTPRegistrationandListing@fda.hhs.gov).

### 3.3 Add Product Listing

To add products for a registered establishment, users can select “**View/Update Product Listing Information**” from the TRLM Main Menu. The system will display the added Summary of the Product Listings.

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View/Update Registration Information


**View/Update Product Listing Information**

Remove Multiple Product Material Files

Associate Advertising Files

**View/Update Product Listing**

There are multiple options available to View/Update Product Listing(s).

- You will have the option of updating Product Listing(s) from an Excel file.
- You will have the option of saving any edits made to Product Listing(s) as a draft. Click on the Save Draft and Exit button to save a draft. Changes in this draft must be submitted before any additional changes can be made within the account.
  - At any time, you can discard updates made to Product Listing(s) within the draft by clicking on the  icon in the Action column.
  - At any time, you can discard all updates made in the draft by clicking on the Discard Draft button.
- If you have multiple files or large files (up to 2GB per file) that need to be uploaded, then click on the Save and Upload button below to navigate to the FURLS Upload site.

Filter Product Status

All










NOTE: Some of the columns are hidden by default. Please click Show/Hide columns to view them.

Clear Sort and Filter


25 entries

Show / hide columns


Filter:

Number	Product Name	Product Category	Product Identification Number	Status	Product Info Complete	Action
0019329	Churchill	Other	88330	Active	Yes	
0019333	Corona	Other	44936233	Active	Yes	
0019313	Cuban Cigar	Other	12345	Active	Yes	
0019332	Diadema	Other	9342887	Active	Yes	
0019327	Panatela	Other	93993	Active	Yes	
0019328	Presidente	Other	6736703	Active	Yes	
0019330	Robusto	Other	55383	Active	Yes	
0019326	Rum Cigar	Other	7833003	Active	Yes	
0019331	Toro	Other	83633	Active	Yes	

Showing 1 to 9 of 9 entries

 Print All Product Listing(s)

Update Product Listings From File

 Add Product

Save and Upload

The View / Update Product Listing page contains a list of the products that were added to the registration and provides the option to add a Product Listing.

Users can click “**Add Product**” to enter the new product’s information.



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## Tobacco Registration and Product Listing

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### Section V - Registration (Product Listing)

Manually enter product information or upload product listing(s) from a file.

#### Option I: Upload From File

You may upload product listings from an Excel spreadsheet. Download the [Product Listing Template](#). (Maximum allowed file size 50 MB.)

Select the file to upload for product listing(s)

 [Browse...](#)[Upload](#)

#### Option II: Manually Enter Product Information

1. Product Name (i.e., brand/sub-brand or other commercial name used in commercial distribution - e.g., Acme Blue 100's or Acme Reconstituted Tobacco #202)

2. Product Identification Number (Must be provided if needed to uniquely identify the product)

3. Type of Product Identification Number (Select One)

☐ Item/Catalog Number☐ SKU Number☐ UPC Number

4. Intended Use of Product (Select One)

☐ Consumer Use☐ Further Manufacturing Use

5. Consumer Use Product Category (Check applicable)

☐ Cigarettes☐ Roll-Your-Own Tobacco☐ Roll-Your-Own Paper☐ Chewing Tobacco☐ Roll-Your-Own Filters☐ Snus☐ Dissolvables☐ Dry Snuff☐ Other (Specify)☐ Accessory Filters☐ Moist Snuff

6. Further Manufacturing Use Product Category (Check applicable)

☐ Tobacco☐ Filters☐ Additive☐ Paper☐ Pouch for Portioned Tobacco☐ Other (Specify)

7. Flavor (Check applicable)

☐ Menthol☐ None☐ Other (Specify)


8. Please provide the date the product was introduced to market. (mm/dd/yyyy)

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- **Product Name (required)**
  - Brand/sub-brand or other commercial name used in commercial distribution (e.g., Acme Blue 100s). Users can enter up to 120 characters for Product Name.
- **Product Identification Number (optional)**
  - Users can enter up to 100 characters. Users must enter Product Identification Number if needed to uniquely identify the product. If users enter a **Product Identification Number** users also must enter “**Type of Product Identification Number.**”
- **Type of Product Identification Number (required if Product Identification Number was entered)**
  - If users entered a “**Product Identification Number**”, users must select a “**Type of Product Identification Number.**”
- **Intended Use of Product (required)**
  - Users must select either “**Consumer Use**” or “**Further Manufacturing Use.**”
- **Consumer Use Product Category (required if Consumer Use was selected for Intended Use of Product)**
  - Users must select one or more “**Product Category.**” If the appropriate Product Category is not listed, users must select “**Other**” and enter its category in the text field.
- **Further Manufacturing Use Product Category (required if Further Manufacturing was selected for Intended Use of Product)**
  - Users must select one or more uses. If the appropriate Product Category is not listed users must select “**Other**” and enter its category in the text field.
- **Flavor (optional)**
  - Users can select one or more flavors. If the product’s Flavor is not listed, users can select “**Other**” and enter a flavor in the text field.

When users choose to continue from the Product Information page, the system will display the Advertising, Labeling, and Consumer Information page.

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Advertisement, Labeling and Consumer Information

a. A representative sampling of advertising may be required. Please see the guidance document, Section III.C.2., for additional details.

b. Each uploaded file is limited to 50 MB. Please Note: If the upload time exceeds 30 minutes, the system will time out.

c. For each advertisement, we request that you provide the following optional information:

Type of Advertising Material (e.g., Magazine)

Internal Identification Number, as Applicable

Date Advertisement was First Disseminated

Product Name: Cuban Cigar

Advertising

Labeling

Consumer Information

Advertising

Type of Advertising Material (e.g., magazine ad)

FDA interprets 'a representative sampling of advertisements' to mean typical advertising material (excluding labeling) that reflects the full range of promotional statements made for the tobacco product. For example, if more than one magazine advertisement is used but the promotional content is essentially identical, only one need be submitted.

Title

Unique ID or Internal ID Number

Date First Disseminated (mm/dd/yyyy)

Upload File (Maximum size for each file is 50 MB)

Browse...

Upload

☐ Product has no Advertising

Go to Labeling

Cancel

Add / Update

Previous

Next

A representative sampling of advertising for the product may be required. Users should refer to the Section III.C.2 Guidance document for additional details.

Users can enter information about the product's advertising on the Advertising Information page. Users can [upload](#) advertising or indicate that the product has no advertising by checking the **"Product has no Advertising"** box. If users upload advertising file(s) for the product, they also have the option to enter details about the product's advertising, including:

- **Type of Advertising (optional)**
  - Users can enter up to 120 characters.
- **Title (optional)**
  - Users can enter up to 120 characters.
- **Unique ID or Internal ID Number (optional)**
  - Users can enter up to 40 characters.
- **Date First Disseminated (optional)**
  - Users can select a date from the calendar icon or enter a date.

When users finish entering the product's advertising, the system will display the Advertising Summary page that lists the entire product's advertising. If users indicated that the product has no advertising, the system will display the Labeling Information page.

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[Associate Advertising Files](#)

### Advertisement, Labeling and Consumer Information

a. A representative sampling of advertising may be required. Please see the guidance document, Section III.C.2., for additional details.

b. Each uploaded file is limited to 50 MB. Please Note: If the upload time exceeds 30 minutes, the system will time out.



c. For each advertisement, we request that you provide the following optional information:


Type of Advertising Material (e.g., Magazine)

Internal Identification Number, as Applicable

Date Advertisement was First Disseminated

**Product Name:** Cuban Cigar

Material Category	Material Type	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File	Action
Advertising	Bus	Test	89993	07/22/2015	<a href="#">Penguins.jpg</a>	 

To edit advertising, users can click on the  icon to display the Advertising Information that was previously entered. Users can edit the Advertising information and click **“Continue”** to return to the Advertising Summary page.

To delete advertising, users can click on the  icon.



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Associate Advertising Files

View/Update Product Listing Information

Advertisement, Labeling and Consumer Information

a. Attach all labeling for this product. Please see the guidance document, Section III.C.2., for additional details.

b. Each uploaded file is limited to 50 MB. Please Note: If the upload time exceeds 30 minutes, the system will time out.

c. For each item of labeling, we request that you provide the following optional information:

Type of Labeling Material (e.g., Package Labeling)

Internal Identification Number, as Applicable

Date Labeling was First Disseminated

Product Name: Cuban Cigar

Material Category	Material Type	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File	Action
Advertising	Bus	Test	89993	07/22/2015	Penguins.jpg	

Advertising

Labeling

Consumer Information

Labeling

Universal Product Code(s) (UPC)

Type of Labeling Material (e.g., package label)

The term 'labeling' based on section 201(m) of the Act (21 U.S.C. 321(m), means all labels and other written, printed or graphic matter (1) upon any tobacco product or any of its containers or wrappers, or (2) accompanying such product.

Title

Unique ID or Internal ID Number

Date First Disseminated (mm/dd/yyyy)

Upload File (Maximum size for each file is 50 MB)

Browse...

Upload

☐ Product has no Labeling

Back to Advertising

Go to Consumer

Cancel

Add / Update

Previous

Next


Labeling for a product is required. Users should refer to the Section III.C.2 Guidance document for additional details.

Users can enter information about the product's labeling on the Labeling Information page. Users must [upload](#) at least one labeling file or indicate that the product has no labeling by checking the “**Product Has No Labeling**” box for each product. If users upload labeling file(s) for the product, they also have the option to enter details about the product's labeling, including:

- **Product UPC code(s) (optional)**
  - Users can enter one or more UPC codes separated by commas.
- **Type of Labeling Material (optional)**
  - Users can enter up to 120 characters.
- **Title (optional)** – Users can enter up to 120 characters.
- **Unique ID or Internal ID Number (optional)**
  - Users can enter up to 40 characters.
- **Date First Disseminated (optional)**
  - Users can select a date from the calendar icon or enter a date.

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Remove Multiple Product Material Files

Associate Advertising Files

Advertisement, Labeling and Consumer Information

a. Attach all labeling for this product. Please see the guidance document, Section III.C.2., for additional details.

b. Each uploaded file is limited to 50 MB. Please Note: If the upload time exceeds 30 minutes, the system will time out.

c. For each item of labeling, we request that you provide the following optional information:


Type of Labeling Material (e.g., Package Labeling)


Internal Identification Number, as Applicable

Date Labeling was First Disseminated

Product Name: Cuban Cigar


Material Category	Material Type	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File	Action
Advertising	Bus	Test	89993	07/22/2015	<a href="#">Penguins.jpg</a>	
Labeling	label	ad	8993e	07/22/2015	<a href="#">Chrysanthemum.jpg</a>	

To edit labeling, users can click on the  icon to display the Labeling Information that was previously entered. Users can edit the labeling information and click “**Continue**” to return to the Labeling Summary page.

To delete labeling users can click on the  icon.

## Consumer Information

U.S. Department of Health and Human Services



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Remove Multiple Product Material Files

Associate Advertising Files

Advertisement, Labeling and Consumer Information

a. Consumer information may be required. Please see the guidance document, Section III.C.2., for additional details.

b. Each uploaded file is limited to 50 MB. Please Note: If the upload time exceeds 30 minutes, the system will time out.







c. For each item, we request that you provide the following optional information:


Type of Material (e.g., Consumer Brochure)


Internal Identification Number, as Applicable

Date Material was First Disseminated

Product Name: Cuban Cigar

Material Category	Material Type	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File	Action
Advertising	Bus	Test	89993	07/22/2015	<a href="#">Penguins.jpg</a>	 
Labeling	label	ad	8993e	07/22/2015	<a href="#">Chrysanthemum.jpg</a>	 
Consumer Information	brochure	consumer	7739	07/22/2015	<a href="#">Jellyfish.jpg</a>	 


To edit Consumer information, users can click on the  icon to display the Consumer Information that was previously entered. Users can edit the Consumer Information and click “**Continue**” to return to the Consumer Information Summary page.

To delete Consumer Information, users can click on the  icon.

If users’ registration has more than one establishment. When select “**Next**” the system will display a list of the establishments added to the registration.


## Establishment Information

U.S. Department of Health and Human Services



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View/Update Product Listing Information

Remove Multiple Product Material Files

Associate Advertising Files

### Registration - Establishment Information

Identify all establishments where the product is manufactured, prepared, compounded, or processed.  
Select establishment(s) to be added to this listing.

Associated	Establishment Name	FEI Number	Address
<input type="checkbox"/>	Establishment Two	Awaiting FEI Number	10903 New Hampshire Ave, Silver Spring, MD 20903, USA
<input type="checkbox"/>	Establishment One	Awaiting FEI Number	7400 Fullerton Road, Springfield, VA 22153, USA

Previous

Next


Users must select at least one establishment from the list to associate with the Product Listing's added users.

When users continue from the Establishment Information page, the system will display the Product Listing page.

From the Product Listing page users can choose to edit a Product Listing, add another Product Listing, or continue to submit.

## View / Update Product Listing

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View/Update Registration Information


**View/Update Product Listing Information**

Remove Multiple Product Material Files

Associate Advertising Files

**View/Update Product Listing**

There are multiple options available to View/Update Product Listing(s).

- You will have the option of updating Product Listing(s) from an Excel file.
- You will have the option of saving any edits made to Product Listing(s) as a draft. Click on the Save Draft and Exit button to save a draft. Changes in this draft must be submitted before any additional changes can be made within the account.
  - At any time, you can discard updates made to Product Listing(s) within the draft by clicking on the  icon in the Action column.
  - At any time, you can discard all updates made in the draft by clicking on the Discard Draft button.
- If you have multiple files or large files (up to 2GB per file) that need to be uploaded, then click on the Save and Upload button below to navigate to the FURLS Upload site.

Filter Product Status












All

**NOTE: Some of the columns are hidden by default. Please click Show/Hide columns to view them.**


10W 25 entries

Show / hide columns


Filter:

TP Number	Product Name	Product Category	Product Identification Number	Status	Product Info Complete	Action
TP0019329	Churchill	Other	88330	Active	Yes	
TP0019333	Corona	Other	44936233	Active	Yes	
	Cuban Cigar	Other	8839		Yes	 
TP0019313	Cuban Cigar	Other	12345	Active	Yes	
TP0019332	Diadema	Other	9342887	Active	Yes	
TP0019327	Panatela	Other	93993	Active	Yes	
TP0019328	Presidente	Other	6736703	Active	Yes	
TP0019330	Robusto	Other	55383	Active	Yes	
TP0019326	Rum Cigar	Other	7833003	Active	Yes	
TP0019331	Toro	Other	83633	Active	Yes	

Showing 1 to 10 of 10 entries

 Print All Product Listing(s)

Update Product Listings From File

 Add Product

Save and Upload

Save Draft and Exit

Continue to Submit


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Users can click “**Continue to Submit.**” The system will display the Confirmation Statement page.

Note: Users must agree to the Confirmation Statement before submitting.

## Confirmation Statement

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View/Update Product Listing Information

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Associate Advertising Files

### Section VI - Confirmation Statement

The data and information in this submission have been reviewed and, to the best of my knowledge, are certified to be true and accurate. I agree to report changes to this information as required under section 905 (i)(3) of the Act.

**WARNING: A willfully false statement is a criminal offense, U.S. Code, Title 18, Section 1001.**

☒ **Agree** (Check the box if you agree)

Identity of the Signatory

☒ **Owner**

☐ **Authorized Agent**

#### Contact Information

**Address Line 1**

**Address Line 2 (Optional)**

**Country**

**ZIP or Postal Code**

**City**

**State, Province or Territory**

#### Submitter Point of Contact

**Title (Optional)**

**First / Given Name**

**Middle Name (Optional)**

**Last Name**

**Position Title**

**Email Address (Optional)**

**Telephone (Include Country Code if applicable) (Optional)**

Country Area Phone Number Extension

**Fax (Optional)**

Country Area Fax Number

**Company Name**

Previous

Submit

On this page users are required to select the Identity of the Signatory. The options are: “**Owner**”, “**Operator**”, or “**Authorized Agent**.”

- If users select “**Owner**,” the relevant contact information fields will be pre-filled with contact information for the Owner from Section IIA and can be edited.

- If users select “**Operator**,” the relevant contact information fields will be pre-filled with contact information for the Operator from Section IIIA and can be edited. When the registration has more than one Operator, users can select the Operator from the drop-down list.
- If users select “**Authorized Agent**,” they must enter the authorized agent’s contact information.

Upon completion of this section, the registration is ready for submission. Users can click on the “**Submit**” button. The system will display a message that users’ registration and Product Listing information has successfully been submitted. In order to receive notifications, users should configure their email’s Spam or Junk folders to allow messages from [CTPRegistrationandListing@fda.hhs.gov](mailto:CTPRegistrationandListing@fda.hhs.gov).

### 3.4 Upload Files

To upload a file, users can click “**Browse**” to find the file to upload. Users should then click “**Upload**.”

The system will display the file name and file size of the uploaded file. File size is limited to 50MB per file.

The following file types are accepted: .pdf, .xpt, .xml, .dtd, .gif, .tif, .jpg, .sgml, .mol, .xls, .xlsx, .csv, .wmv, .avi, and .zip.

### 3.5 Update Product Listings from File

The user can update Product Listings from a file by clicking the “**Update Product Listing from File**” button and will be navigated to the page to download the Product Listing Template and the CTP upload template.

If there are multiple and/or large files, (2GB per file), that need to be uploaded, users can click on the “**Save and Upload**” button to navigate to the FURLS Upload site.





## Tobacco Registration and Product Listing



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TRLM Home


View/Update Registration Information

View/Update Product Listing  
InformationRemove Multiple Product Material  
Files

Associate Advertising Files

## View/Update Product Listing

There are multiple options available to View/Update Product Listing(s).


1. You will have the option of saving any edits made to Product Listing(s) as a draft. Click on the Save Draft and Exit button to save a draft. Changes in this draft must be submitted before any additional changes can be made within the account.
2. At any time, you can discard updates made to Product Listing(s) within the draft by clicking on the  icon in the Action column.
3. At any time, you can discard all updates made in the draft by clicking on the Discard Draft button.
4. If you have multiple files or large files (up to 2GB per file) that need to be uploaded, then click on the Save and Upload button below to navigate to the FURLS Upload site.

## Filter Product Status

All **NOTE: Some of the columns are hidden by default, please click Show/Hide columns to view them.**[Clear Sort and Filter](#)Show 25  entries

Show / hide columns



Filter:

TP Number	Product Name	Product Category	Product Identification Number	Status	Product Info Complete	Action
TP0019313	Cuban Cigar	Other	12345	Active	Yes	

Showing 1 to 1 of 1 entries

 Print All Product Listing(s)

Update Product Listings From File

 Add Product Save and Upload

The user can update Product Listings from a file by clicking the “**Update Product Listing from File**” button and will be navigated to the page to download the Product Listing Template.

The downloaded template(s) will generate a Excel file with only saved/submitted Product Listings.

The screenshot displays the 'Tobacco Registration and Product Listing' interface. At the top, the header includes the U.S. Department of Health and Human Services logo, the FDA TRLM logo, and the title 'TOBACCO REGISTRATION AND PRODUCT LISTING MODULE'. Navigation links for 'FURLS HOME' and 'TRLM HOME' are present. Below the header, the main title 'Tobacco Registration and Product Listing' is shown with a help icon and a print icon. A breadcrumb trail indicates the current location: 'TRLM Home > View/Update Product Listing Information'. On the left, a sidebar menu lists options: 'TRLM Home', 'View/Update Registration Information', 'View/Update Product Listing Information' (which is highlighted), 'Remove Multiple Product Material Files', and 'Associate Advertising Files'. The main content area is titled 'Update Product Listings From File' and contains three numbered steps: 1. Click on the 'Product Listing Template' hyperlink to download the CTP upload template that can be saved and used for Product Listing uploads. (Maximum allowed file size 50 MB.) **Note: Only saved/submitted Product Listings can be downloaded.** 2. Make product listing updates in the template. The Update Product column will default to "No" for all rows. You will need to select "Yes" from the drop-down for Product Listings that are updated. The system will ignore any changes to TP Number or Current Status of Product. 3. Upload the completed template file below. Below the steps, there is a section for file upload with the text 'Select the file to upload for product listing(s)', a 'Browse...' button, and an 'Upload' button. At the bottom of the main content area, there is a 'Previous' button.

- Users should make Product Listing updates in the template(s). The “**Update Product**” column will default to “**No**” for all rows. Users will need to select “**Yes**” from the drop-down for Product Listings that are updated. The system will ignore any changes to TP Number or Current Status of Product.
- **Product Name (required)** – Brand/sub-brand or other commercial name used in commercial distribution (e.g., Acme Blue 100s). Users can enter up to 120 characters for Product Name.
- **Product Identification Number (optional)** – Users can enter up to 100 characters. Users must enter Product Identification Number if needed to uniquely identify the product. If users enter a Product Identification Number users also must enter Type of Product Identification Number.
- **Type of Product Identification Number (required if Product Identification Number was entered)** – If users entered a Product Identification Number, users must select a Type of Product Identification Number.
- **Intended Use of Product (required)** – Users must select either Consumer Use or Further Manufacturing Use.
- **Consumer Use Product Category (required if Consumer Use was selected for Intended Use of Product)** – Users must select one or more Product Category. If the appropriate

Product Category is not listed, users must select “Other” and enter its category in the text field.

- **Further Manufacturing Use Product Category (required if Further Manufacturing was selected for Intended Use of Product)** – Users must select one or more uses. If the appropriate Product Category is not listed, users must select “Other”, and enter its category in the text field.
- **Flavor (optional)** – Users can select one or more flavors. If the product’s flavor is not listed, users can select “Other” and enter a flavor in the text field.
- **“Other” Flavor** – Users must select one or more uses. If the appropriate Product Category is not listed, users must select “Other”, and enter its category in the text field.
- **Current Status of the Product** – The current status of the Product (Active, Inactive, etc.).
- **Change Marketing Status** – Change that marketing status of the associated Product.
- **Marketing Status Change Date (mm/dd/yyyy)** – The date that the Product’s marketing status was changed.

## Product Listing Template

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Update Product	TP Number	Product Name	Product Identification Number	Product Identification Number Type	Use of this product	Product category	H-Other... product category, specify	Flavor	H-Other... Flavor, specify	Current status of the product	Change Marketing Status	Marketing Status Change Date (mm/dd/yyyy)
2	No	TP0019329	Churchill	88330	Item/Catalog Number	Consumer Use	Other	Cigar	None		Active		
3	No	TP0019333	Corona	4499233	Item/Catalog Number	Consumer Use	Other	Cigar	None		Active		
4	No	TP0019313	Cuban Cigar	51345	Item/Catalog Number	Consumer Use	Other	Cigars	None		Active		
5	No	TP0019352	Dialecta	5142887	Item/Catalog Number	Consumer Use	Other	Cigar	None		Active		
6	No	TP0019327	Panatella	93993	Item/Catalog Number	Consumer Use	Other	Cigar	None		Active		
7	No	TP0019328	Presidente	6156703	Item/Catalog Number	Consumer Use	Other	Cigar	None		Active		
8	No	TP0019350	Robusto	51583	Item/Catalog Number	Consumer Use	Other	Cigar	None		Active		
9	No	TP0019326	Rum Cigar	7835003	Item/Catalog Number	Consumer Use	Other	Cigar	None		Active		
10	No	TP0019331	Toro	83633	Item/Catalog Number	Consumer Use	Other	Cigar	None		Active		
11													
12													
13													
14													
15													
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17													
18													
19													
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44													

## Product Updates

ven21840-07202015-1121286456232972379079940[1].xls (Compatibility Mode) - Microsoft Excel												
	A	B	C	D	E	F	G	H	I	J	K	L
	Update Product	TP Number	Product Name*	Product Identification Number	Product Identification Number Type	Use of this product*	Product category*	If "Other..." product category, specify	Flavor	If "Other..." flavor, specify	Current status of the product	Change Marketing Status
2	No	TP0019329	Churchill	68330	Item/Catalog Number	Consumer Use	Other	Cigar	None	None	Active	
3	No	TP0019333	Corona	64936233	Item/Catalog Number	Consumer Use	Other	Cigar	None	None	Active	
4	Yes	TP0019313	Cuban Cigar	62345	Item/Catalog Number	Consumer Use	Other	Cigar	None	None	Active	
5	No	TP0019332	Diadema	6542887	Item/Catalog Number	Consumer Use	Other	Cigar	None	None	Active	
6	No	TP0019327	Panetela	65995	Item/Catalog Number	Consumer Use	Other	Cigar	None	None	Active	
7	No	TP0019328	Presidente	6756703	Item/Catalog Number	Consumer Use	Other	Cigar	None	None	Active	
8	No	TP0019330	Robusto	65583	Item/Catalog Number	Consumer Use	Other	Cigar	None	None	Active	
9	No	TP0019326	Rum Cigar	6433003	Item/Catalog Number	Consumer Use	Other	Cigar	None	None	Active	
10	No	TP0019331	Toro	65633	Item/Catalog Number	Consumer Use	Other	Cigar	None	None	Active	
11												
12												
13												
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16												
17												
18												
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44												

**Updates**  
 The system will display the View / Update Product Listing page; it is here that users have the option of continuing to edit the Product Listing.



## Tobacco Registration and Product Listing



TRLM Home View/Update Product Listing Information

TRLM Home


View/Update Registration Information

View/Update Product Listing  
InformationRemove Multiple Product Material  
Files

Associate Advertising Files

## View/Update Product Listing

There are multiple options available to View/Update Product Listing(s).

1. You will have the option of updating Product Listing(s) from an Excel file.
2. You will have the option of saving any edits made to Product Listing(s) as a draft. Click on the Save Draft and Exit button to save a draft. Changes in this draft must be submitted before any additional changes can be made within the account.
  - At any time, you can discard updates made to Product Listing(s) within the draft by clicking on the  icon in the Action column.
  - At any time, you can discard all updates made in the draft by clicking on the Discard Draft button.
3. If you have multiple files or large files (up to 2GB per file) that need to be uploaded, then click on the Save and Upload button below to navigate to the FURLS Upload site.

## Filter Product Status

All 











**NOTE:** Some of the columns are hidden by default. Please click Show/Hide columns to view them.

[Clear Sort and Filter](#)

Show 25 entries

Show / hide columns




Filter:

TP Number	Product Name	Product Category	Product Identification Number	Status	Product Info Complete	Action
TP0019329	Churchill	Other	88330	Active	Yes	
TP0019333	Corona	Other	44936233	Active	Yes	
TP0019313	Cuban Cigar	Other	12345	Active	Yes	
TP0086426	Cuban Cigar	Other	8839	Active	Yes	
TP0019332	Diadema	Other	9342887	Active	Yes	
TP0019327	Panatela	Other	93993	Active	Yes	
TP0019328	Presidente	Other	6736703	Active	Yes	
TP0019330	Robusto	Other	55383	Active	Yes	
TP0019326	Rum Cigar	Other	7833003	Active	Yes	
TP0019331	Toro	Other	83633	Active	Yes	

Showing 1 to 10 of 10 entries

 Print All Product Listing(s)


Update Product Listings From File

 Add Product Save and Upload Save Draft and Exit Continue to Submit

## Confirmation Statement

When the user selects the “**Continue to Submit**” button they will be navigated to the Confirmation Statement for agreement prior to submitting the Product Listing updates. Users should select “**Submit**” to continue with the Product Listing updates.

U.S. Department of Health and Human Services



**TOBACCO REGISTRATION**  
AND PRODUCT LISTING MODULE

FURLS HOME | TRLM HOME

Tobacco Registration and Product Listing

TRLM Home > View/Update Product Listing Information

TRLM Home

View/Update Registration Information

View/Update Product Listing Information

Remove Multiple Product Material Files

Associate Advertising Files

### Section VI - Confirmation Statement

The data and information in this submission have been reviewed and, to the best of my knowledge, are certified to be true and accurate. I agree to report changes to this information as required under section 905 (i)(3) of the Act.

**WARNING: A willfully false statement is a criminal offense, U.S. Code, Title 18, Section 1001.**

☒ **Agree** (Check the box if you agree)

Identity of the Signatory

☒ **Owner**

☐ **Authorized Agent**

#### Contact Information

**Address Line 1**

**Address Line 2 (Optional)**

**Country**

**ZIP or Postal Code**

**City**

**State, Province or Territory**

#### Submitter Point of Contact

**Title (Optional)**

**First / Given Name**

**Middle Name (Optional)**

**Last Name**

**Position Title**

**Email Address (Optional)**

**Telephone (Include Country Code if applicable) (Optional)**

<input type="text" value="001"/>	<input type="text" value="301"/>	<input type="text" value="7709610"/>	<input type="text"/>
Country	Area	Phone Number	Extension

**Fax (Optional)**

<input type="text" value="001"/>	<input type="text"/>	<input type="text"/>
Country	Area	Fax Number

**Company Name**

Previous


Submit

## Submission Confirmation

The Submission Confirmation page will display a message the Product Listing(s) have been updated successfully.


The user will have the option to print the updated Product Listing(s) from this submission by selecting **“Print Updated Product Listing(s)”** or **“Print All Product Listing(s).”**


U.S. Department of Health and Human Services



**TOBACCO REGISTRATION**  
AND PRODUCT LISTING MODULE

FURLS HOME | TRLM HOME

Tobacco Registration and Product Listing?

TRLM Home  View/Update Product Listing Information

TRLM Home

View/Update Registration Information


View/Update Product Listing Information


Remove Multiple Product Material Files

Associate Advertising Files

### Submission Confirmation

The Product Listing(s) have been updated successfully.


 Print Updated Product Listing(s)

 Print All Product Listing(s)

### 3.6 Save and Upload

If a user has multiple files or large files, up to 2GB per file, that need to be uploaded then click on the “Save and Upload” button to navigate to the FURLS Upload site.

U.S. Department of Health and Human Services



**TOBACCO REGISTRATION  
AND PRODUCT LISTING MODULE**

FURLS HOME | TRLM HOME

Tobacco Registration and Product Listing

TRLM Home View/Update Product Listing Information

TRLM Home

View/Update Registration Information


**View/Update Product Listing Information**

Remove Multiple Product Material Files

Associate Advertising Files

**View/Update Product Listing**

There are multiple options available to View/Update Product Listing(s).

1. You will have the option of saving any edits made to Product Listing(s) as a draft. Click on the Save Draft and Exit button to save a draft. Changes in this draft must be submitted before any additional changes can be made within the account.
2. At any time, you can discard updates made to Product Listing(s) within the draft by clicking on the  icon in the Action column.
3. At any time, you can discard all updates made in the draft by clicking on the Discard Draft button.
4. If you have multiple files or large files (up to 2GB per file) that need to be uploaded, then click on the Save and Upload button below to navigate to the FURLS Upload site.

Filter Product Status

All










NOTE: Some of the columns are hidden by default, please click Show/Hide columns to view them.

Clear Sort and F


Show 25 entries

Show / hide columns


Filter:

TP Number	Product Name	Product Category	Product Identification Number	Status	Product Info Complete	Action
TP0019329	Churchill	Other	88330	Active	Yes	
TP0019333	Corona	Other	44936233	Active	Yes	
TP0019313	Cuban Cigar	Other	12345	Active	Yes	
TP0019332	Diadema	Other	9342887	Active	Yes	
TP0019327	Panatela	Other	93993	Active	Yes	
TP0019328	Presidente	Other	6736703	Active	Yes	
TP0019330	Robusto	Other	55383	Active	Yes	
TP0019326	Rum Cigar	Other	7833003	Active	Yes	
TP0019331	Toro	Other	83633	Active	Yes	

Showing 1 to 9 of 9 entries

 Print All Product Listing(s)

Update Product Listings From File

 Add Product

Save and Upload



## Draft Confirmation

When you select the “Save and Upload” the system will save a draft of the current registration or product listing and present the Draft Confirmation message below. The draft will provide a date when the user must submit the updates before the draft will be discarded.

The screenshot shows the 'Draft Confirmation' page within the 'Tobacco Registration and Product Listing Module'. The header includes the U.S. Department of Health and Human Services logo, the FDA TRLM logo, and the module title. Navigation links for 'FURLS HOME' and 'TRLM HOME' are present. A breadcrumb trail shows 'TRLM Home' and 'View/Update Product Listing Information'. A left sidebar contains links: 'TRLM Home', 'View/Update Registration Information', 'View/Update Product Listing Information' (highlighted), 'Remove Multiple Product Material Files', and 'Associate Advertising Files'. The main content area is titled 'Draft Confirmation' and contains the following text: 'Your partially completed Product Listing Information has been saved as a draft. The next step to complete your Product Listing Information is to upload your advertising, labeling and/or consumer information files. The system will display a new window and you will be prompted to browse and upload files. Once you have finished uploading your files, select "View/Update Product Listings" from the TRLM Main Menu to submit your draft. You have until **08/11/2015** to submit the updates to the Product Listing(s). If you fail to submit the updates to the Product Listing(s) by this date, the saved draft will be discarded.' Below this text is a button labeled 'Logon to FURLS Uploader' with a checkmark icon. At the bottom right, there are two buttons: 'Print Updated Product Listing(s)' and 'Print All Product Listing(s)'.


## FDA FURLS Upload System - Login

You will need to login into the FDA FURLS Upload system by entering your password and checking “I understand”

The screenshot shows the 'Login' page of the 'FDA FURLS Upload System'. The header includes the U.S. Department of Health and Human Services logo, the FDA OAA logo, and the title 'ONLINE ACCOUNT ADMINISTRATION (OAA)'. A 'Logout' link is in the top right. The main content area is titled 'FDA FURLS Upload System' and contains a 'Login' section with the text: 'Existing account holders, enter your password. Account ID: tes21840'. Below this is a 'Password' input field. A disclaimer states: 'Under 18 U.S.C. 1001, anyone who makes a materially false, fictitious, or fraudulent statement to the U.S. Government is subject to criminal penalties.' Below the disclaimer is a checkbox labeled 'I understand.' and a 'Login' button. The footer includes the FDA logo, a list of links (Accessibility, Browser Requirements, FAQ, Help Desk, Privacy), and a grid of links to various FDA systems: 'Acidified/Low-Acid Canned Foods Registration and Process Filing', 'Biologics Export Certification Application and Tracking System', 'Certificate Application Program', 'CDRH Export Certification Application and Tracking System', 'Device Registration and Listing Module', 'Food Facility Registration', 'Prior Notice System Interface', and 'Shell Egg Producer Registration'.

## Add Advertising, Labeling and Consumer Information – Large File Upload


In the TP Number dropdown select the TP number that the files will be uploaded to and select the Material Category to be uploaded, Advertising, Labeling or Consumer Information. You can only load one category type at a time.


**TOBACCO REGISTRATION  
AND PRODUCT LISTING MODULE**

Tobacco Registration and Product Listing

TRLM Documents Upload






Advertisement, Labeling and Consumer Information

The table below lists all the Advertising, Labeling, and Consumer Information included in the Product Listing(s) draft within the account. You have the option of removing any file in the draft by selecting the  icon in the Action column.

You can add additional files by choosing the TP Number, the type of file (Advertising, Labeling or Consumer Information) by adding files in the upload box below. Once you have added your files, select the Start Upload to begin the uploading process.

The Information below is filtered from the text in the Filter box. Filtering is case insensitive and will match the entered text across all columns displayed. To filter on multiple words, separate the words by a space. The Sort and Filtering can be cleared by clicking Clear Sort and Filter.

Show  entries
Show / hide columns
Filter: 
[Clear Sort and Filter](#)

TP Number	Material Category	Material Type	Uploaded File	Action
TP0019313	Consumer Information	Consumer Brochure	Chrysanthemum.jpg	
TP0019313	Labeling	Package Label	Lighthouse.jpg	
TP0019313	Advertising	Bus Ad	Desert.jpg	
TP0019326	Advertising	Bus Ad	Desert.jpg	
TP0019331	Advertising	Bus Ad	Desert.jpg	

Showing 1 to 5 of 5 entries

Add Advertising, Labeling And Consumer Information

TP Number 
Material Category

- A representative sampling of advertising may be required. Please see the guidance document, section III.C.2., for additional details.
- Each uploaded file is limited to 2 GB. Please Note: If the upload time exceeds 2 hours, the system will time out.
- For each advertisement, we request that you provide the following optional information:


Type of Advertising Material (e.g., Magazine)  
Internal Identification Number, as Applicable  
Date Advertisement was First Disseminated

Title


Unique ID or Internal ID Number

Type of Advertising Material (e.g., magazine ad)

Date First Disseminated (mm/dd/yyyy)  



FDA interprets 'a representative sampling of advertisements' to mean typical advertising material (excluding labeling) that reflects the full range of promotional statements made for the tobacco product. For example, if more than one magazine advertisement is used but the promotional content is essentially identical, only one need be submitted.


**U.S. Food and Drug Administration**

Add... Remove... Retry failed

Drop Files Here

Start Upload

No files

Submit

## Add Upload Files

Select the “Add” button to open your browser to select the files you want to add. After the files have been added select the “Start Upload” to begin uploading the files for the product.

U.S. Department of Health and Human Services

FDA


TRLM

TOBACCO REGISTRATION  
AND PRODUCT LISTING MODULE

Tobacco Registration and Product Listing

TRLM Documents Upload

Advertisement, Labeling and Consumer Information

The table below lists all the Advertising, Labeling, and Consumer Information included in the Product Listing(s) draft within the account. You have the option of removing any file in the draft by selecting the  icon in the Action column.

You can add additional files by choosing the TP Number, the type of file (Advertising, Labeling or Consumer Information) by adding files in the upload box below. Once you have added your files, select the Start Upload to begin the uploading process.

The information below is filtered from the text in the Filter box. Filtering is case insensitive and will match the entered text across all columns displayed. To filter on multiple words, separate the words by a space. The Sort and Filtering can be cleared by clicking Clear Sort and Filter.

Show 






5

 entries

Show / hide columns

Clear Sort and Filter

Filter:

TP Number	Material Category	Material Type	Uploaded File	Action
TP0019313	Consumer Information	Consumer Brochure	Chrysanthemum.jpg	
TP0019313	Labeling	Package Label	Lighthouse.jpg	
TP0019313	Advertising	Bus Ad	Desert.jpg	
TP0019326	Advertising	Bus Ad	Desert.jpg	
TP0019331	Advertising	Bus Ad	Desert.jpg	

Showing 1 to 5 of 5 entries

Add Advertising, Labeling And Consumer Information

TP Number 

TP0019313

Material Category 

Advertising

a. A representative sampling of advertising may be required. Please see the guidance document, section III.C.2., for additional details.

b. Each uploaded file is limited to 2 GB. Please Note: If the upload time exceeds 2 hours, the system will time out.

c. For each advertisement, we request that you provide the following optional information:

Type of Advertising Material (e.g., Magazine)

Internal Identification Number, as Applicable

Date Advertisement was First Disseminated

Title

Labor Day

Unique ID or Internal ID Number

773967

Type of Advertising Material (e.g., magazine ad)

USA Today Ad

Date First Disseminated (mm/dd/yyyy)

07/21/2015

FDA interprets "a representative sampling of advertisements" to mean typical advertising material (excluding labeling) that reflects the full range of promotional statements made for the tobacco product. For example, if more than one magazine advertisement is used but the promotional content is essentially identical, only one need be submitted.

FDA

U.S. Food and Drug Administration

Add

Remove

Retry failed


Name

Size

Status


Chrysanthemum.jpg

858 KB




Desert.jpg

826 KB




Hydrangeas.jpg

581 KB




Jellyfish.jpg

757 KB




Koala.jpg

762 KB




Lighthouse.jpg

548 KB




Penguins.jpg

759 KB



Tulips.jpg

606 KB




Start Upload

0 files (5.57 MB)

Submit

## Upload Confirmation

When the files have been successfully uploaded they will be listed in a table that can be viewed. Any file can be deleted by clicking on the **X** in the Action column. After all your files have been uploaded select the “Submit” button to confirm the upload.



**TOBACCO REGISTRATION  
AND PRODUCT LISTING MODULE**

Tobacco Registration and Product Listing

TRLM Documents Upload

### Advertisement, Labeling and Consumer Information

The table below lists all the Advertising, Labeling, and Consumer Information included in the Product Listing(s) draft within the account. You have the option of removing any file in the draft by selecting the **X** icon in the Action column.

You can add additional files by choosing the TP Number, the type of file (Advertising, Labeling or Consumer Information) by adding files in the upload box below. Once you have added your files, select the Start Upload to begin the uploading process.

The information below is filtered from the text in the Filter box. Filtering is case insensitive and will match the entered text across all columns displayed. To filter on multiple words, separate the words by a space. The Sort and Filtering can be cleared by clicking Clear Sort and Filter.

Show  entries

Show / hide columns

Clear Sort and Filter

Filter:

TP Number	Material Category	Material Type	Uploaded File	Action
TP0019313	Consumer Information	Consumerr Brochure	Chrysanthemum.jpg	<b>X</b>
TP0019313	Labeling	Package Label	Lighthouse.jpg	<b>X</b>
TP0019313	Advertising	Bus Ad	Desert.jpg	<b>X</b>
TP0019313	Advertising	USA Today Ad	Tulips.jpg	<b>X</b>
TP0019313	Advertising	USA Today Ad	Penguins.jpg	<b>X</b>

Showing 1 to 5 of 13 entries

Previous

1

2

3

Next

Add Advertising, Labeling And Consumer Information

TP Number

Material Category

a. A representative sampling of advertising may be required. Please see the guidance document, section III.C.2., for additional details.

b. Each uploaded file is limited to 2 GB. Please Note: If the upload time exceeds 2 hours, the system will time out.

c. For each advertisement, we request that you provide the following optional information:

Type of Advertising Material (e.g., Magazine)

Internal Identification Number, as Applicable

Date Advertisement was First Disseminated

Title


Unique ID or Internal ID Number

Type of Advertising Material (e.g., magazine ad)

Date First Disseminated (mm/dd/yyyy)

FDA interprets "a representative sampling of advertisements" to mean typical advertising material (excluding labeling) that reflects the full range of promotional statements made for the tobacco product. For example, if more than one magazine advertisement is used but the promotional content is essentially identical, only one need be submitted.

CONFIRMATION: The file(s) have been successfully uploaded.



U.S. Food and Drug Administration

Add

Remove

Empty Selected

Name	Size	Status
Drop Files Here		

Start Upload

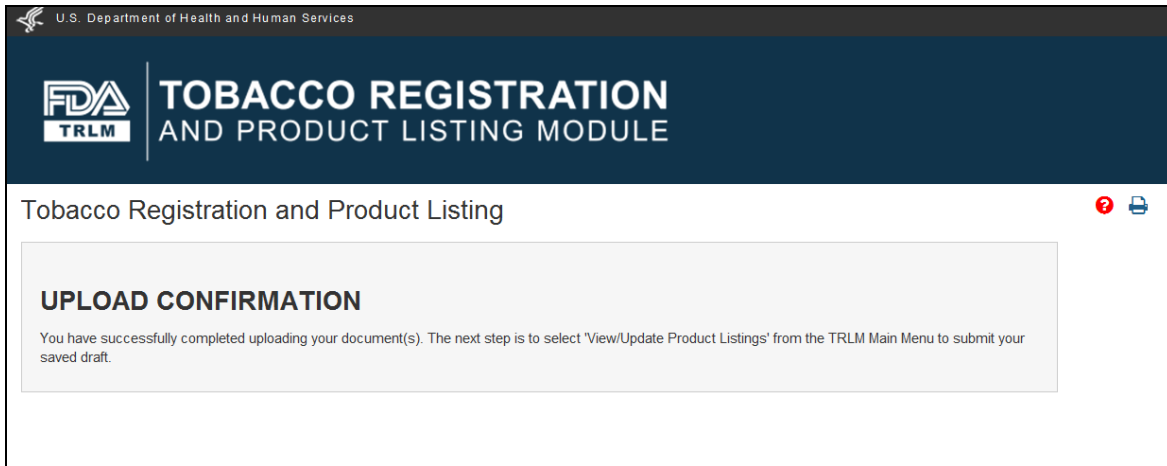
No files

Submit

90

## Upload Confirmation

The following Upload Confirmation page will display letting the user know the documents have been uploaded successfully. Select View/Update Product Listing from the TRLM main menu to submit your draft.

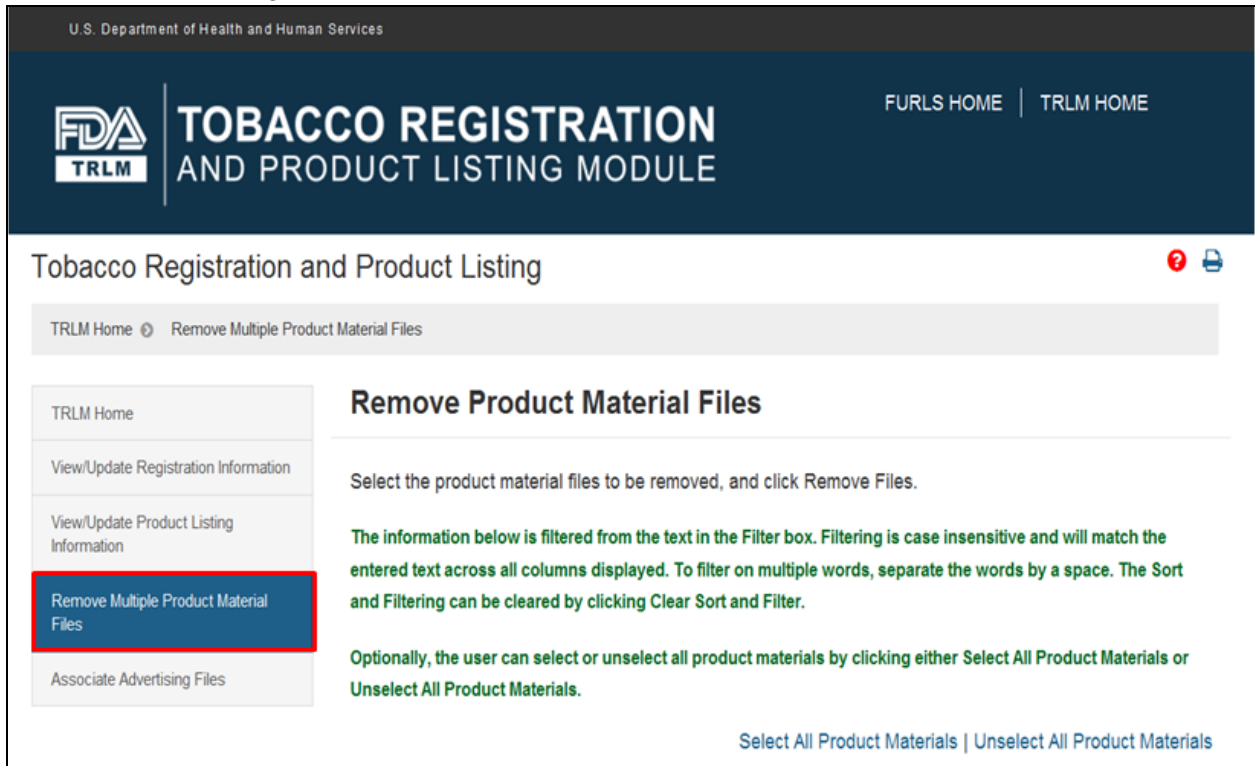


## 4. Remove Multiple Product Material Files

### 4.1 Remove Multiple Product Material Files

To remove multiple product material files for registered establishments, users should proceed with the following steps:

Users can then select “**Remove Multiple Product Material Files**” from the TRLM Main Menu. The system will display a list of the Product Material Files that have been added to the Product Listing.



Users should then select the product material files to be removed and click “**Remove Files.**”

Select All Product Materials
Unselect All Product Materials

Show 25 entries
Show / hide columns

Select	TP Number	Product Status	Type of Material	Type of Advertising, Labeling or Consumer Info Material	File name	Title	Unique ID
<input checked="" type="checkbox"/>	TP0019334	Active	Advertising	USA Today	Chrysanthemum.jpg	Labor Day	9003003
<input checked="" type="checkbox"/>	TP0019335	Active	Advertising	USA Today	Chrysanthemum.jpg	Labor Day	9003003
<input checked="" type="checkbox"/>	TP0019336	Active	Advertising	USA Today	Chrysanthemum.jpg	Labor Day	9003003
<input type="checkbox"/>	TP0019337	Active	Advertising	USA Today	Chrysanthemum.jpg	Labor Day	9003003
<input type="checkbox"/>	TP0019338	Active	Advertising	USA Today	Chrysanthemum.jpg	Labor Day	9003003
<input type="checkbox"/>	TP0019339	Active	Advertising	USA Today	Chrysanthemum.jpg	Labor Day	9003003
<input type="checkbox"/>	TP0019340	Active	Advertising	USA Today	Chrysanthemum.jpg	Labor Day	9003003
<input type="checkbox"/>	TP0019341	Active	Advertising	USA Today	Chrysanthemum.jpg	Labor Day	9003003

Showing 1 to 8 of 8 entries

<
>

Remove Files

Users can also select or unselect all product materials by clicking either “**Select All Product Materials**” or “**Unselect All Product Materials**.”

## 4.2 Submit File Removal

Once the product material files have been successfully removed, a confirmation message will appear at the top of the screen.

The product material files have been successfully removed.

Select the product material files to be removed, and click Remove Files.

The information below is filtered from the text in the Filter box. Filtering is case insensitive and will match the entered text across all columns displayed. To filter on multiple words, separate the words by a space. The Sort and Filtering can be cleared by clicking Clear Sort and Filter.

Optionally, the user can select or unselect all product materials by clicking either Select All Product Materials or Unselect All Product Materials.

Select All Product Materials | Unselect All Product Materials

Show 25 entries Show / hide columns

Select	TP Number	Product Status	Type of Material	Type of Advertising, Labeling or Consumer Info Material	File name	Title	Unique ID
<input type="checkbox"/>	TP0019337	Active	Advertising	USA Today	Chrysanthemum.jpg	Labor Day	9003003
<input type="checkbox"/>	TP0019338	Active	Advertising	USA Today	Chrysanthemum.jpg	Labor Day	9003003
<input type="checkbox"/>	TP0019339	Active	Advertising	USA Today	Chrysanthemum.jpg	Labor Day	9003003
<input type="checkbox"/>	TP0019340	Active	Advertising	USA Today	Chrysanthemum.jpg	Labor Day	9003003
<input type="checkbox"/>	TP0019341	Active	Advertising	USA Today	Chrysanthemum.jpg	Labor Day	9003003

Showing 1 to 5 of 5 entries

Remove Files

Continue to Submit

Users can then click the “Continue to Submit” button.

## 4.3 Section VI– Confirmation Statement

Upon submittal, users will be directed to the Confirmation Statement, at which point they will be asked to verify the data and information of their submissions have been reviewed and are accurate.

**Note:** Users must agree to the Confirmation Statement before submitting.



## Section VI - Confirmation Statement

The data and information in this submission have been reviewed and, to the best of my knowledge, are certified to be true and accurate. I agree to report changes to this information as required under section 905(i) (3) of the Act.

**WARNING: A willfully false statement is a criminal offense, U.S. Code, Title 18, Section 1001.**

☐ Agree (Check the box if you agree)

Identity of the Signatory

☐ Owner

☐ Authorized Agent

### Contact Information

Address Line 1

Address Line 2 (Optional)

Country

UNITED STATES ▼

ZIP or Postal Code

City

Please Select ▼

State, Province or Territory

Please Select ▼

### Submitter Point of Contact

Title (Optional)

Please Select ▼

First / Given Name

Middle Name (Optional)

Last Name

Position Title

Email Address (Optional)

Telephone (Include Country Code if applicable)  
(Optional)

001      
Country Area Phone Number Extension

Fax (Optional)

001    
Country Area Fax Number

Company Name

◀ Previous

Submit ▶

Users can select the box next to **"Agree"** in order to consent to the verification of accurate data, terms of agreement, and compliance with Section 905(i) (3) of the of the Federal Food, Drug, and Cosmetic Act.

Under **"Identity of the Signatory"**, users should signify if they are an Owner or an Authorized Agent.

Users should then enter their own Contact Information and that of the Submitter's or the authorized agent's Point of Contact information.

Upon completion, click **"Submit."** A confirmation message will appear.


## 5. Associate Advertising Files

Use this process to select an advertising file and associate it to multiple product listing(s).

### 5.1 Search Existing Advertising Files

To search for existing advertising files, users can enter their desired search criteria and click **“Search.”**

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**TOBACCO REGISTRATION  
AND PRODUCT LISTING MODULE**

FURLS HOME | TRLM HOME

Tobacco Registration and Product Listing

TRLM Home Associate Advertising Files

TRLM Home

View/Update Registration Information

View/Update Product Listing Information

Remove Multiple Product Material Files

**Associate Advertising Files**

### Associate Advertising Files

Use this process to select an advertising file and associate it to multiple product listing(s).

To search for existing advertising files available to associate to product listing(s), enter search criteria below and click on "Search".

To add a new advertising file to associate to product listing(s), click on "Add New Advertising File".

TP Number

Product Name

Product Identification Number

Type of Advertising Material

Title

Labor Day

Unique ID or Internal ID Number

Date First Disseminated

File Name


Standard English keyboard characters other than "<", ">", "\"" can be entered in the search fields.

Clear


Search

Add New Advertising File

## Associate Advertising Files Search Result(s)

Users will then be directed to the Search Results page. In order to associate a file to a product, click on the  symbol under the “Action” column.



U.S. Department of Health and Human Services




**TOBACCO REGISTRATION  
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FURLS HOME | TRLM HOME

Tobacco Registration and Product Listing

TRLM Home  Associate Advertising Files

TRLM Home

View/Update Registration Information

View/Update Product Listing Information

Remove Multiple Product Material Files

Associate Advertising Files


### Associate Advertising Files Search Result(s)

**Searched On**

TP Number	Product Name	Product Identification Number	Type of Advertising Material	Title	Unique ID or Internal ID Number	Date First Disseminated	File Name
				Labor Day			

**Search Results**

The information below is filtered from the text in the Filter box. Filtering is case insensitive and will match the entered text across all columns displayed. To filter on multiple words, separate the words by a space. The Sort and Filtering can be cleared by clicking Clear Sort and Filter.

To associate a file to a product, click on the .

Show  entries

Filter:

Type of Advertising Material


Title

Unique ID

Date First Disseminated

File Name

Action

Bus Ad	Labor Day	cc12345	07/20/2015	Desert.jpg	
--------	-----------	---------	------------	------------	---

Showing 1 to 1 of 1 entries

Back to Search

## 5.2 Add New Advertising File

To add a new Advertising file, users can click “Add New Advertising File.”

The screenshot displays the 'Tobacco Registration and Product Listing' module interface. At the top, the header includes the U.S. Department of Health and Human Services logo, the FDA TRLM logo, and the title 'TOBACCO REGISTRATION AND PRODUCT LISTING MODULE'. Navigation links for 'FURLS HOME' and 'TRLM HOME' are present. The main content area is titled 'Tobacco Registration and Product Listing' and features a breadcrumb trail: 'TRLM Home > Associate Advertising Files'. A left sidebar contains a menu with options: 'TRLM Home', 'View/Update Registration Information', 'View/Update Product Listing Information', 'Remove Multiple Product Material Files', and 'Associate Advertising Files' (which is highlighted). The main section is titled 'Associate Advertising Files' and contains instructions: 'Use this process to select an advertising file and associate it to multiple product listing(s). To search for existing advertising files available to associate to product listing(s), enter search criteria below and click on "Search". To add a new advertising file to associate to product listing(s), click on "Add New Advertising File".' A button labeled 'Add New Advertising File' is highlighted with a red rectangle. Below the instructions, a search form is provided with the note: 'Standard English keyboard characters other than "<", ">", "\" can be entered in the search fields.' The form includes input fields for 'TP Number', 'Product Name', 'Product Identification Number', 'Type of Advertising Material', 'Title', 'Unique ID or Internal ID Number', 'Date First Disseminated' (with a calendar icon), and 'File Name'. At the bottom right of the form are 'Clear' and 'Search' buttons.

U.S. Department of Health and Human Services

FDA TRLM

TOBACCO REGISTRATION AND PRODUCT LISTING MODULE

FURLS HOME | TRLM HOME

Tobacco Registration and Product Listing

TRLM Home > Associate Advertising Files

Associate Advertising Files

Use this process to select an advertising file and associate it to multiple product listing(s).

To search for existing advertising files available to associate to product listing(s), enter search criteria below and click on "Search".

To add a new advertising file to associate to product listing(s), click on "Add New Advertising File".

Standard English keyboard characters other than "<", ">", "\" can be entered in the search fields.

TP Number

Product Name

Product Identification Number

Type of Advertising Material

Title

Unique ID or Internal ID Number

Date First Disseminated

File Name


Clear Search

### 5.3 Associate File Upload

To upload a file for an advertisement, users should provide the following information where requested on the form and click “Continue.”

- Type of Advertising Material
- Unique ID or Internal Identification Number
- Date of Advertisement’s First Dissemination

U.S. Department of Health and Human Services



**TOBACCO REGISTRATION  
AND PRODUCT LISTING MODULE**

FURLS HOME | TRLM HOME

Tobacco Registration and Product Listing

TRLM Home Associate Advertising Files

TRLM Home

View/Update Registration Information

View/Update Product Listing Information

Remove Multiple Product Material Files

Associate Advertising Files

### Advertisement Information

a. A representative sampling of advertising may be required. Please see the guidance document, Section III.C.2., for additional details.

b. Each uploaded file is limited to 50 MB. Please Note: If the upload time exceeds 30 minutes, the system will time out.

c. Upload file is mandatory and only one file can be uploaded at a time.

d. For each advertisement, we request that you provide the following optional information:

Type of Advertising Material (e.g., Magazine)

Internal Identification Number, as Applicable

Date Advertisement was First Disseminated

Type of Advertising Material (e.g., magazine ad) (Optional)

USA Today

FDA interprets 'a representative sampling of advertisements' to mean typical advertising material (excluding labeling) that reflects the full range of promotional statements made for the tobacco product. For example, if more than one magazine advertisement is used but the promotional content is essentially identical, only one need be submitted.

Title (Optional)

Labor Day

Unique ID or Internal ID Number (Optional)

6638883

Date First Disseminated (mm/dd/yyyy) (Optional)

07/20/2015

Upload File (Maximum size for the file is 50 MB)

Browse... Upload

The file was uploaded successfully.


File Name	File Size (MB)	Action
Desert.jpg	0.826	✗

PreviousContinue

## Available Active Product Listings

Users will be directed to “**Associate Advertising File to Product Listing(s)**” page. This page will contain Advertising file information, as well as associated and available Product Listings. Users can select the files they wish to search and/or filter. Optionally, the user can select or unselect all products by click “**Select All Products**” or “**Unselect All Products.**”

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**TOBACCO REGISTRATION  
AND PRODUCT LISTING MODULE**

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Tobacco Registration and Product Listing

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Remove Multiple Product Material Files

Associate Advertising Files

**Associate Advertising File to Product Listing(s)**

Advertising File Information

Type of Advertising Material	Title	Unique ID	Date First Disseminated	File Name
Bus Ad	Labor Day	cc12345	07/20/2015	<a href="#">Desert.jpg</a>

Currently Associated Product Listing(s)

These are the products currently associated to the advertising file.

Clear Sort and Filter

Show 25 entries Filter:

TP Number	Product Name	Intended Use of Product	Product Category
TP0019313	Cuban Cigar	Consumer Use	Other - Cigar

Showing 1 to 1 of 1 entries

Available Product Listing(s) (Active)

These are the products which may be associated to the advertising file.

The information below is filtered from the text in the Filter box. Filtering is case insensitive and will match the entered text across all columns displayed. To filter on multiple words, separate the words by a space. The Sort and Filtering can be cleared by clicking Clear Sort and Filter.

Optionally, the user can select or unselect all products by clicking either Select All Products or Unselect All Products.

Select All Products | Unselect All Products

Clear Sort and Filter

Show 25 entries Show / hide columns Filter:

Select	TP Number	Product Name	Product Identification Number	Product Category
<input checked="" type="checkbox"/>	TP0019326	Rum Cigar	7833003	Other - Cigar
<input type="checkbox"/>	TP0019327	Panatela	93993	Other - Cigar
<input type="checkbox"/>	TP0019328	Presidente	6736703	Other - Cigar
<input type="checkbox"/>	TP0019329	Churchill	88330	Other - Cigar
<input type="checkbox"/>	TP0019330	Robusto	55383	Other - Cigar
<input checked="" type="checkbox"/>	TP0019331	Toro	83633	Other - Cigar
<input type="checkbox"/>	TP0019332	Diadema	9342887	Other - Cigar
<input type="checkbox"/>	TP0019333	Corona	44930233	Other - Cigar

Showing 1 to 8 of 8 entries


Back to Search

Back to Search Result


Associate Product Listing(s)

## Associated Product Listing(s) Review

To complete the product association, users should click “**Continue.**”

To view a complete list of associated Product Listings, users should click the  icon.



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Remove Multiple Product Material Files


Associate Advertising Files


### Associated Product listing(s) Review


To complete the product association click on Continue to submit your registration.

Please note that Product Listing(s) column in the list below will display the first 10 product listing(s). To view the complete list of associated product listing(s) please click on the  icon.

File Name	Product Listing(s)	Action
Desert.jpg	TP0019326 Rum Cigar	
	TP0019331 Toro	

 Back to Search

 Back to Search Result

 Continue




## 5.4 Section VI – Confirmation Statement

Users will then be directed to the Confirmation Statement, at which point they will be asked to verify the data and information of their submissions have been reviewed and are accurate.

**Note:** Users must agree to the Confirmation Statement before submitting.

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View/Update Product Listing Information

Remove Multiple Product Material Files

Associate Advertising Files

### Section VI - Confirmation Statement

The data and information in this submission have been reviewed and, to the best of my knowledge, are certified to be true and accurate. I agree to report changes to this information as required under section 905 (l)(3) of the Act.

**WARNING: A willfully false statement is a criminal offense, U.S. Code, Title 18, Section 1001.**

☒ **Agree** (Check the box if you agree)

Identity of the Signatory

☒ **Owner**

☐ **Authorized Agent**

Contact Information	Submitter Point of Contact								
<b>Address Line 1</b> 11820 Parklawn Dr	<b>Title (Optional)</b> Please Select								
<b>Address Line 2 (Optional)</b> 	<b>First / Given Name</b> Joe								
<b>Country</b> UNITED STATES	<b>Middle Name (Optional)</b> 								
<b>ZIP or Postal Code</b> 20852	<b>Last Name</b> Smith								
<b>City</b> Rockville	<b>Position Title</b> Owner								
<b>State, Province or Territory</b> Maryland	<b>Email Address (Optional)</b> dennis.chambers@fda.hhs.gov								
	<b>Telephone (Include Country Code if applicable) (Optional)</b> <table><tr><td>001</td><td>301</td><td>7709610</td><td></td></tr><tr><td>Country</td><td>Area</td><td>Phone Number</td><td>Extension</td></tr></table>	001	301	7709610		Country	Area	Phone Number	Extension
001	301	7709610							
Country	Area	Phone Number	Extension						
	<b>Fax (Optional)</b> <table><tr><td>001</td><td></td><td></td></tr><tr><td>Country</td><td>Area</td><td>Fax Number</td></tr></table>	001			Country	Area	Fax Number		
001									
Country	Area	Fax Number							
	<b>Company Name</b> Test Company One								


Previous

Submit

## 5.5 Submission Confirmation – Associate Advertising


Once the Associate Advertising files have been submitted, users will be directed to the Submission Confirmation page. A message will display informing the user that the files have been successfully associated.

U.S. Department of Health and Human Services



**TOBACCO REGISTRATION  
AND PRODUCT LISTING MODULE**

FURLS HOME | TRLM HOME

Tobacco Registration and Product Listing?

TRLM Home Associate Advertising Files

TRLM Home

View/Update Registration Information

View/Update Product Listing Information

Remove Multiple Product Material Files

Associate Advertising Files

### Submission Confirmation

The advertising files have been successfully associated.